****

**THE CITY OF EDINBURGH COUNCIL**

**PARKS AND GREENSPACE**

**EVENT PERMISSION FORM**

Event Name

Park

Set Up Date and Time Start Date

End Date Offsite

Expected Number of Attendees per day/per show

**Please provide a site map and complete the following details if applicable:**

Description of the event

Infrastructure requirements: eg toilets/fencing/tents/bins etc

Will any area of the park be closed to the public? If so, please detail the size of the area and timescales:

Will there be an admission fee? If so, please give details:

If the event is performance based, please detail the start and end times of the shows:

If the event is for charity, please provide the charity registration number and the percentage of the proceeds that will be donated:

How many staff or volunteers will be required?

Are there any other details such as: Will you be selling food, drink or any other items?

Playing music?

Using inflatable play equipment?

Where applicable, what contingencies do you have for inclement weather?

**Event Organiser Details**

Organisation or Company

Contact Name

Contact Email

Contact Telephone Number

Invoicing Address inc. postcode

Lease Signatory

(if different from name above)

**Event Conditions**

Please be advised that you must agree to the following statements before the event application will be considered. Please indicate agreement by placing an X in each of the statement boxes below.

**We are unable to consider incomplete applications**

I confirm that should permission be granted I will supply, four weeks prior to the activity, a copy of the appropriate risk assessment/wind management plan/vehicle/litter management plans. This also includes any mitigations required for Covid in order to comply with Government guidance at the time of the event.

I confirm that I am familiar with the requirements of the Protection of Children (Scotland Act 2003 and I know I have a legal duty to ensure that anyone recruited in a “child-care position” has not been placed on the Disqualified from Working with Children list.

I confirm that should permission for the event be granted I will supply a copy of my third party public liability insurance (minimum £5 million) to [parks@edinburgh.gov.uk](mailto:parks@edinburgh.gov.uk); to be received four weeks prior to the start of the event.

I confirm that any charge, reinstatement bond or additional costs incurred can be invoiced directly to the address supplied above.

I confirm that I am familiar with the requirements of the Equality Act 2010, City of Edinburgh Council’s Park Management Rules, Tree Protection Policy and Recycling/Litter Management Policy and will adhere to them.

I confirm that should the event involve a parade, road closures, sale/provision of alcohol/ food and/or performance/live music then I will obtain all the required licence(s) for these activities.

I confirm that I understand that The City of Edinburgh Council is required by legislation to ensure that publicly owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. We will not allow any of our publicly owned venues, including schools and community centres, to be used by any party, individual or group that would be in conflict with our duty under the Counter Terrorism and Security Act (2015).

For further information regarding additional permissions that may be required visit [Culture Edinburgh](https://cultureedinburgh.com/plan-my-eventplaces/parks-greenspace-and-cemeteries)

To check which licenses or permissions you may need email our licensing team at [licensing@edinburgh.gov.uk](mailto:licensing@edinburgh.gov.uk)

Please note that the personal details you provide in this form are for the purposes of processing your application and will only be used for administrative reasons relating to your application and the subsequent event. Depending on the type and size of the event, it may be necessary to share this information with partner agencies, such as Police Scotland. Where this occurs, the processing is done in order to fulfil our obligations and to ensure the safety of the public and compliance with relevant legislation.

More details about the Council’s data protection arrangements and your rights as a data subject can be found on our website: <http://www.edinburgh.gov.uk/privacy>

The cost of a lease – where required – starts from £100 + VAT, and is payable by the event organiser in addition to rent.

All events are charged at a minimum of half day rental for up to 4 hours.

Set-up and breakdown days are charged at the daily rate.

See next page for Charges

**Charges from 1 April 2023 to 31 March 2024**

**Princes Street Gardens**

* Large event **from** £3,290/day & £1,641/half day
* Standard event **from** £2,065/day & £1,029/half day
* Small event **from** £1,167/day & £581/half day
* Community/charity/free events **price on application**

**Premier Sites** (including The Meadows and Bruntsfield Links, Calton Hill, Inverleith Park, Leith Links, Saughton Park and Lauriston Castle Grounds)

* Large event **from** £800/day & £400/half day
* Small event **from** £500/day & £250/half day
* Community/charity/free events **price on application**

**City Sites** (including Sighthill Park, Gyle Park, Roseburn Park, Victoria Park and Pilrig Park)

* Large event **from** £500/day & £250/half day
* Small event **from** £300/day & £150/half day
* Community/charity/free events **price on application**
* **Other sites** (including Natural Heritage sites) **price on application**

**Weddings**

* Saughton Park Ceremony (marquee) **from** £578/day
* Saughton Park Ceremony (no marquee) **from** £211/day
* Lauriston Castle Grounds Ceremony (marquee) **from** £1,155/day
* Lauriston Castle Grounds Ceremony (no marquee) **from** £578/day
* Other sites **price on application**

**Advertising & Marketing charges**  **price on application**

**Additional charges**

* **Staff overtime** when required £70/hour + VAT
* **Administration fee** where applicable £66 + VAT
* **Vehicle Access** (Calton Hill and Princes Street Gardens) £130 + VAT/day
* **Penalty charge** (if Council conditions ignored) £1000