

**THE CITY OF EDINBURGH COUNCIL
PARKS, GREENSPACE AND CEMETERIES
EVENT PERMISSION FORM**

Charges from April 2018 to March 2019

Community Gala – No charge

Princes Street Gardens (large event) **from** £2,500 / day

Princes Street Gardens (small event) **from** £1,500 / day

The Meadows (large event) **from** £714 / day The Meadows (small event) **from** £425 / day

Lauriston Castle Grounds **from** £850 / day

Leith Links **from** £362 / day

Inverleith Park **from** £494 / day

Calton Hill **from** £415 / day - **vehicle access charge £95** (additional fee for out of hours access)

Other city parks **from** £320 / day

Wedding (no marquee) **from** £151 / day

All events are charged at a minimum of half day rental for up to 4 hours. Additional fees will apply for the preparation of a lease and for any Council staff support. When damage to the park is considered likely a refundable bond must be paid in full and received by the Council prior to the event. Failure to provide a bond, when requested, will result in event permission being withdrawn.

INFORMATION ON THE EVENT

Event Name

Park

Set up Date and time

Start Date

End Date

Offsite

Total No of expected Attendees / day

Please provide a detailed description of your event which **must** include set up, start, finish and de-rig times and dates and if applicable infrastructure requirement, number of officials and volunteers, admission charges, percentage of proceeds going to charity and charity registration number.

Event Organiser Details

Organisation/Company

Invoicing Address

Town/City **Post Code**

Contact Name

Lease Signatory if different from above

Contact Telephone No and email

Event Conditions

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

- I confirm that should permission be granted I will supply prior to the activity a copy of the appropriate risk assessment to: parks@edinburgh.gov.uk
- 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 £10million) to parks@edinburgh.gov.uk; to be received two weeks prior to the start of the event.
- I confirm that any charge, reinstatement bond or any additional costs be incurred these can be invoiced directly to the address supplied above.
- I confirm that I am familiar with the requirements of the Equality Act 2010, the 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).*