

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

Rental Charges April 2018 - 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

Calton Hill **from:** £415/day

Leith Links **from:** £362/day

Inverleith Park **from:** £494/day

Other city parks **from:** £320/day

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

All events are charged at a minimum of a half day rental for up to four 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 Failure to provide a bond, when requested, will result in event permission being withdrawn.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

Event start date

Event end date

Total number of expected attendees per day:

Setup date

Off site date

Please provide a detailed description of your event which **must** include setup, 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 & contact

Address

Town/City

Post code

Country

Lease signatory if different from above

Contact tel. no.

Contact email

Event conditions

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

I confirm I will supply a copy of the risk assessment to parks@edinburgh.gov.uk; to be received two weeks prior to start of the event.

I confirm that I am familiar with the requirements of the Protection of Children (Scotland) Act 2003 and I understand 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 £10 million) to parks@edinburgh.gov.uk; to be received two weeks prior to the start of the event.

I confirm that should a rental, administration fee, reinstatement bond or any additional costs be incurred these can be invoiced directly to the address supplied above.

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 am familiar with the Council's Park Management Rules, Tree Protection Policy, Recycling/Litter Management requirements and the Equalities and Rights Act 2010.

Please select to send the application by email. ----->

Alternatively, print and post to

Park Events

The City of Edinburgh Council

Room 4.28, City Chambers,

253 High Street, Edinburgh EH1 1YJ

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