



Guidance notes

Holding an event at Holyrood Park

People are welcome to hold events in Holyrood Park. However, we have to ensure that the Park is protected and that the experience of our other visitors and park-users is enhanced and not disturbed by events.



How to apply

This document sets out the process you should follow to apply to hold an event in Holyrood Park. Please read the guidance carefully to make sure your event is appropriate for the Park. Then provide all the necessary information on your application form, which you can request from our Ranger Service.

If you have any questions please contact us:
0131 652 8150
rangers@hes.scot

1. Background information you may need

1.1 Holyrood Park is a protected place

Holyrood Park is a unique historical and archaeological landscape. It encompasses an area of 259 hectares (640 acres) and the highest point is 251m above sea level.

The Park also provides an arterial route through Edinburgh. It is managed by Historic Environment Scotland (HES) to protect its cultural and natural significance for current and future generations, and to provide public access.

1.2 A protected monument and a park

Holyrood Park is one of Scotland's Properties in Care (PiC), owned by Scottish Ministers and managed on their behalf by HES. It is regulated by the Holyrood Park Regulations 1971 (as amended) created under The Parks Regulation Acts, 1872 to 1974.

As a PiC, Holyrood Park is recognised as being of national importance and is also legally protected ('scheduled') under the Ancient Monuments and Archaeological Areas Act 1979 and the Historic Environment Scotland Act 2014.

Under their terms, and those of the Park regulations, prior written consent from Scottish Ministers (represented by HES) is required for any works and many activities in the Park.

Holyrood Park is also a Site of Special Scientific Interest (SSSI) under the Nature Conservation (Scotland) Act 2004. This provides legal protection of the Park's natural heritage.

Activities on, adjacent to or within the areas designated areas as SSSI's require consent from Scottish Natural Heritage that is obtained through HES.

This means that occasionally an event can require three levels of permission before it can be held in the Park:

1. General permission to ensure operational standards at met;
2. Scheduled Monument Consent (SMC) to protect the cultural heritage;
3. Consent from SNH to protect the natural heritage.

Most events only require the first of these.

1.3 Location and access

Holyrood Park (grid reference NT 2773) is situated in the heart of Edinburgh, to the south of Holyrood Palace and the Scottish Parliament. (Figure 1)

The Park is bounded by residential areas (Figure 2) and Event Organisers should be mindful of these when planning events.

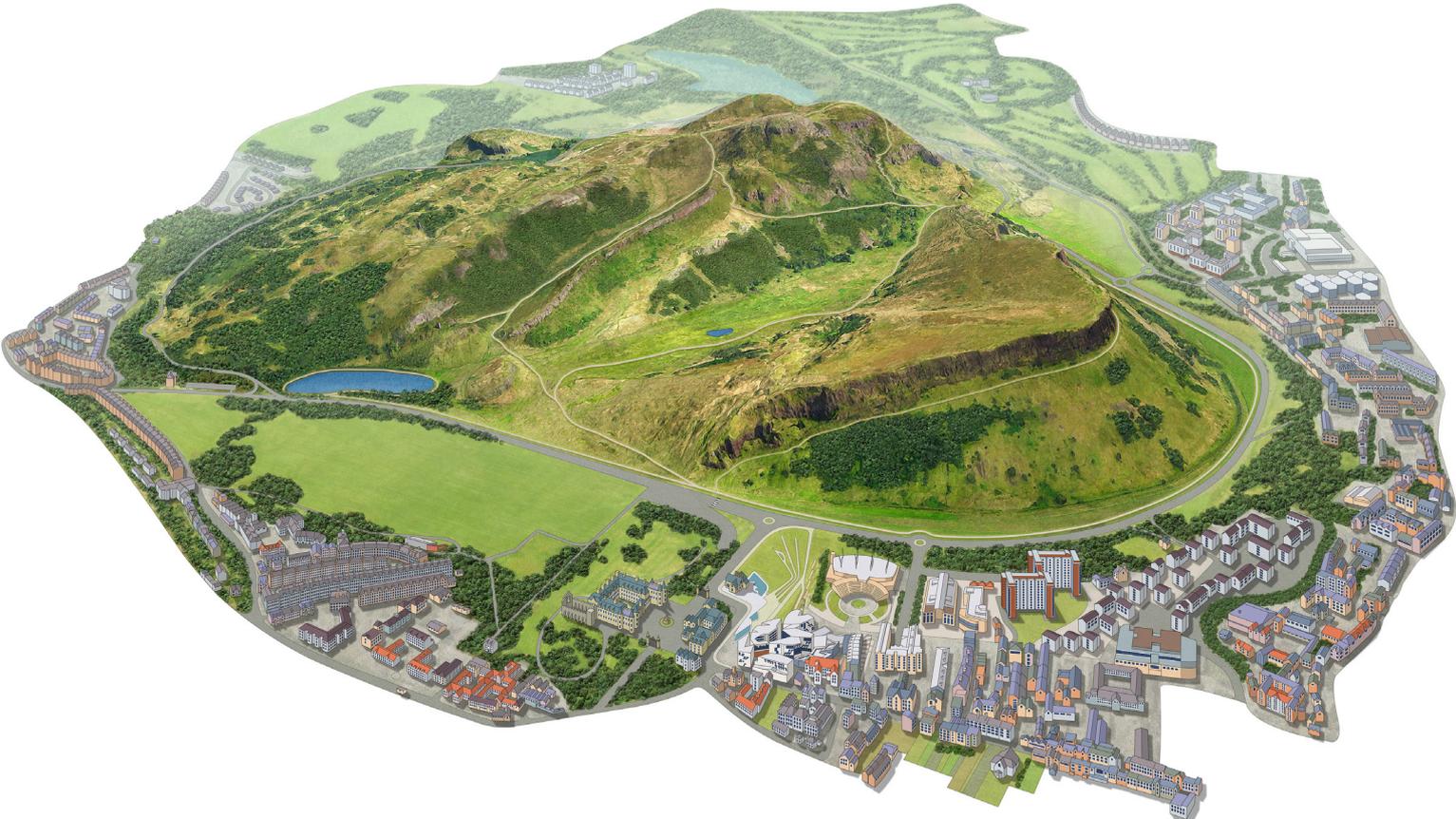
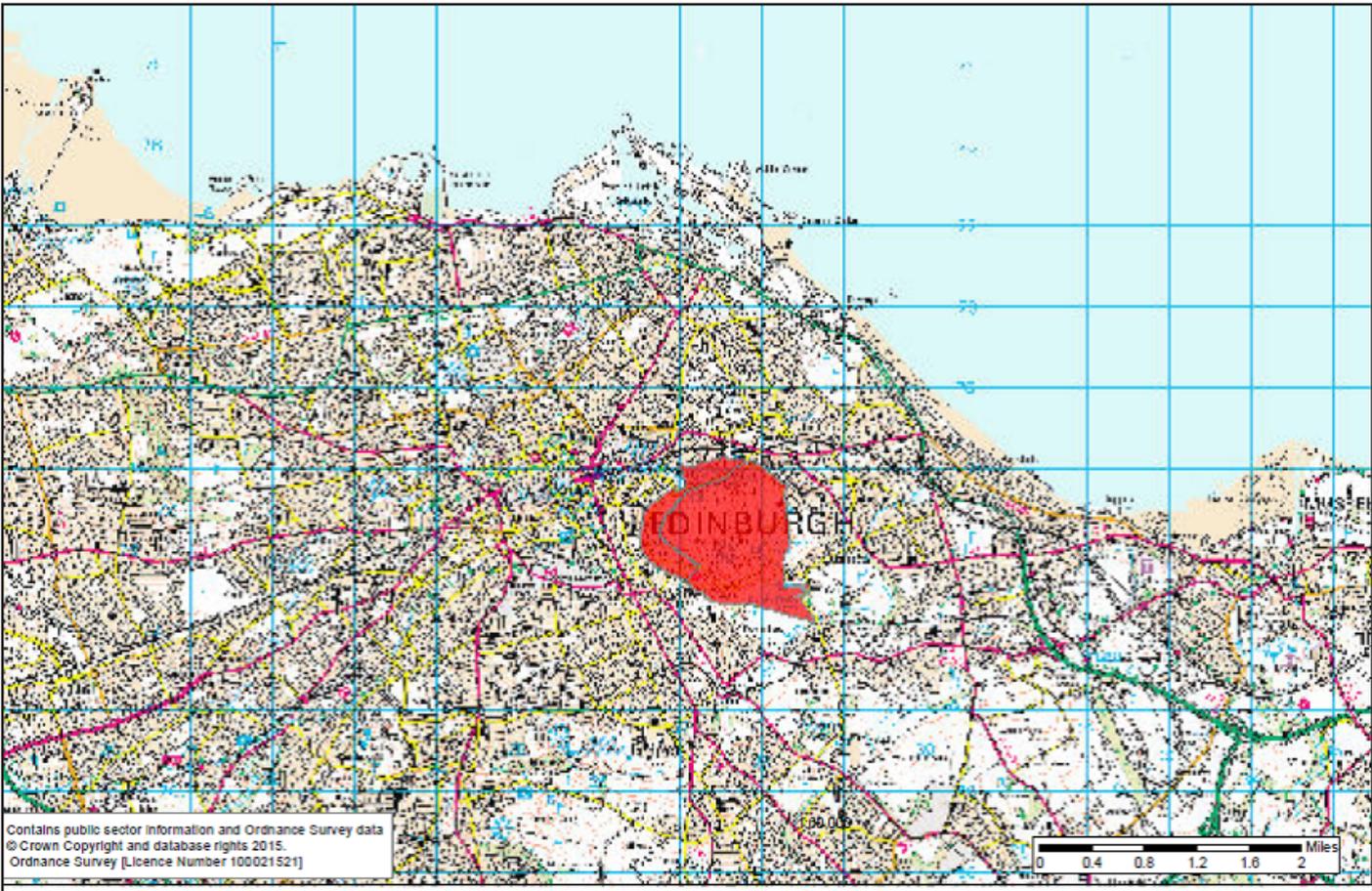
There are also six park lodges, access to which should not be blocked without prior agreement. Event organisers must check requirements.

1.4 Site access

Road access is possible at the five main gates: Dukes Walk (north east), Holyrood Gait (north west), Horse Wynd (North west), Holyrood Park Road (south west) and Old Church Lane (south east). Fourteen additional pedestrian entry points exist around the perimeter wall.

Opposite top: Figure 1: map of Holyrood Park within Edinburgh.

Opposite bottom: Figure 2: aerial view of Holyrood Park and surrounding residential areas.



1. Background information you may need (continued)

1.5 Parking and road management

There are four car parks, with the following capacities:

Broadpavement	161 vehicles
Dunsapie	24 vehicles
Meadowbank	46 vehicles
Duddingston	13 vehicles

Event Organisers should note that all four car parks can, with agreement, be hired for use as part of an event.

1.6 Park road management

The roads in Holyrood Park are private. They are accessible under the terms of the Park as a Property in Care.

HES has the authority to implement closures to most roads when required or requested. The exception to this is the 'Loop' road between Holyrood Gait and Horse Wynd, where prior agreement for closure is required, in discussion with the City of Edinburgh Council.

HES may open or close roads at any time in the interests of safety, maintenance or to facilitate organised events.



1.7 Site facilities and constraints

Holyrood Park has very limited site infrastructure. As an Event Organiser, you will be responsible for providing all structures and equipment necessary to stage your event. This includes portable toilets, waste bins, power supply and water.

In addition, Event Organisers should note the following:

- Ground-protection and tracking must be laid before any vehicles are permitted onto the Playing Fields;
- Any temporary structures must be sited within the designated events area on the Playing Fields, unless you have applied for and been given consent for other locations;
- Any ground-penetrating supports, barriers, poles, posts, pegs or stakes used on the Playing Fields must not exceed 60cm in depth (permission for ground penetration in other areas of the Park is unlikely to be given);
- Security must be provided for any event infrastructure in the Park;
- Organisers should encourage use of public transport, as there is limited parking available within the Park;
- HES may require you to provide access for other people, including HES contractors, e.g. ice-cream vendors.

Opposite top: Figure 3: map of Holyrood Park indicating Zone 1 (Playing Field), where events can generally be held. Other Zones are not usually available for events.

Opposite bottom: Figure 4: map of Holyrood Park showing access and road links.

1. Background information you may need (continued)

1.8 Guiding principles for all events

Before applying to hold your event you should read this section carefully. It will help you decide whether to submit an application.

HES welcomes enquiries from Event Organisers who wish to use the Playing Fields (Zone 1 on Figure 3) and/or the road network.

We welcome events to the Park that:

- respect the cultural and natural significance of the Park;
- are safe, well-planned and well-run, minimising reliance on HES resources;
- minimise impact on other Park-users, local residents, Park operations and any ceremonial activities;
- are for charitable purposes, may have local community focus, encourage public participation and are politically impartial;
- are ceremonial or of unique or national or historical importance;
- are environmentally sustainable, minimise impact on the Park, and guarantee full and timely re-instatement if required.

Based on these principles, we are very unlikely to allow events that:

- are likely, or have the potential, to affect the historic fabric or archaeological remains in the Park;
- are staged within more fragile areas of the Park, including Whinny Hill, Dunsapie Crag, Arthur's Seat, Salisbury Crags and the land around Duddingston Loch (Zones 2 and 3 on Figure 3);
- are private parties or private events of any kind;
- are political events or campaigning activities;
- include balloon releases, pyrotechnics or lanterns;
- are expected to last more than two weeks, including accommodation venues such as tented villages and/or Portacabin villages;
- are or include fun fairs, music concerts or festivals.

◆ To protect the park environment a ground recovery period of 4-6 weeks (depending on the nature and location of events) is required in summer months. In winter event activity is more restricted and a very limited number of events will be permitted between 1st November and 31st March. The presumption is against more than one major event in this period.



2. Your application

There are four steps that you need to follow:

2.1 Step 1: Know your category

HES divides events into three categories. Check which of the following categories your event fits into. This is important because the timescales and fees vary according to the category.

Small (Community) Events

(we will host about 35 per year)

These are typically activities such as sponsored runs, walks, community sports competitions, picnics, or one-off, small-scale events that:

- have up to 200 people in attendance;
- have no or minimal infrastructure;
- are on site no more than one day;
- are not for profit and are wholly non-commercial activities.

Medium Events

(we will host up to 20 per year)

These are typically activities such as sponsored runs, walks, cycles that:

- are attended by 200 to 1,000 people;
- may require some infrastructure;
- may be on site for a maximum of three days including build and de-rig;
- may require road closures within the Park boundary;
- are not for profit but may be sponsored events.

◆ To ensure the protection of the Park environment for current and future users, we limit the number of each category of events that we accommodate annually. Getting your application in early is a good idea.

Large Events

(we will host up to 8 per year)

These are typically activities such as running, walking and cycling events or involve mass public participation. A Large Event will meet at least two of the following criteria:

- over 1,000 ticketed capacity;
- more than 1,000 event attendees (participants and audience combined);
- occupies 7,000 square metres or more (either conjoined or separate areas);
- on site for more than three days including build and de-rig;
- requires multi-agency planning (Events Planning Operational Group);
- requires road closures impacting beyond the Park boundary including 'the loop' (as described in section 1.6 above).



2. Your application (continued)

2.2 Step 2: Organisers' responsibilities

Check that you are content to undertake the following responsibilities (where relevant to your event):

2.2.1 Your general responsibilities are:

- formally apply for permission;
- provide appropriate risk assessments (see below);
- hold appropriate public liability insurance;
- adhere to route and site plans agreed prior to the event;
- have waste collection and disposal arrangements in place prior to event date (see below);
- provide adequate and appropriately trained stewards;
- ensure appropriate first aid/medical provision is in place.

Most small events are unlikely to have responsibilities relating to the following:

- have agreed plans and schedules in place for the management of noise (see below);
- apply for any necessary licences (see below);
- liaise with emergency services and comply with their requirements;
- provide security for all property and infrastructure brought onto and left on site for the duration of the event build, event and de-rig;
- pay relevant fees promptly and to the contracted schedule.

All Event Organisers are responsible for ensuring that during – or as a consequence of – your event:

- no activity takes place that will affect the Park's historic fabric or archaeological remains;
- no activity takes place that impacts negatively on the natural environment;
- no activity takes place that causes unnecessary disturbance to other Park users or local residents;
- no soliciting of donations from Park visitors is undertaken – e.g. bucket collections;
- no balloons or lanterns are released;
- no pyrotechnics of any sort are set off within the Park boundary;
- no commercial filming is undertaken without prior permission;
- no UAVs (drones) are used for filming or other purposes without prior permission.



2.2.2 You must manage noise levels from PAs/sound systems/other noise sources

If you want to use a sound system or public address system (PA) in the Park, or wish to introduce infrastructure or vehicles that could cause disturbance, you will be required to:

- produce a comprehensive event plan and schedule that includes a noise management plan setting out clear mitigation to minimise disturbance, for example, by:
 - ◆ appointing a suitably qualified site manager;
 - ◆ ensuring contractors adhere to the agreed plans and have clear prior briefing;
 - ◆ minimising noise wherever possible;
 - ◆ placing equipment in well considered locations and selecting appropriate equipment including silent-running generators and well-focused tower lights and by use of battery tools and rubber-headed mallets;

- ◆ minimising vehicle movements in the early morning and late evening.

The Park has a complex acoustic environment. If you propose to use a PA or sound system during your event, we will require you to:

- commission a professional acoustics engineer to design your PA system and enable you to adhere to our required sound levels throughout your event. This is likely to be a maximum of 65 decibels at the facade of the nearest occupied building. This is a tried and tested level that we know works well;
- provide a comprehensive schedule of use for the duration of your event, including any sound tests. We will presume against constant PA/sound system use during your event;
- provide a plan to monitor and manage sound levels during your event including sound tests
- make local residents aware of your plans, including any foreseeable disturbance, at least 7 days prior to the event.

Note: Breaches of these conditions will result in your event not being permitted to return to the Park.



◆ HES takes noise management at events seriously. The Park is surrounded by people's homes and Event organisers are expected to minimise the impact of their activities on residents and other park users.

2. Your application (continued)

2.2.3 You must ensure that your event is managed safely

Events Organisers should familiarise themselves with the event safety guidance provided by the Health and Safety Executive, which can be found at <http://www.hse.gov.uk/event-safety/>

It is the Event Organiser's responsibility to provide Risk Assessments for all activities relating to your event to Historic Environment Scotland as early as possible, and at least 2 weeks before the activity is due to commence.

Note: Should you fail to do this there is a risk your event will be cancelled.

Some useful guidance on how to carry out a risk assessment is available at <http://www.hse.gov.uk/risk/faq.htm>

2.2.4 You must notify the City of Edinburgh Council and apply for relevant licences

You should notify the City of Edinburgh Council (CEC) about your proposed event. CEC will decide whether your event requires an input by the Event Planning and Organisation Group and whether you need to apply for any licences, e.g. Public Entertainment.

◆ HES takes waste management seriously and expects Event Organisers to practise Sustainable Waste Management.

2.2.5 You must manage waste properly

Your waste management plan must include consideration of:

- how you will ensure that any environmentally hazardous materials required for your event are appropriately controlled, and how any environmental incidents will be managed, in accordance with best practice and legislative requirements;
- how you will clear all litter and waste generated by your event. Any additional litter clearance required after your event will incur a charge, either through the remediation deposit (see section 4: Event fees) or as an additional charge.

HES expects Event Organisers to manage and control all waste in accordance with the waste hierarchy (Eliminate, Reduce, Reuse, Recycle, Recover, Dispose).

We expect Event Organisers to meet all applicable legislation, and to minimise their consumption. We expect any waste produced during the event to be removed from the Park, and not to go to landfill, unless in exceptional circumstances.

Suitable waste management records must be kept, including waste transfer and consignment notes. Event Organisers must ensure all discharges are appropriately managed, with necessary consents.

As far as possible, events should use materials and products from sustainable sources. Event Organisers should also promote the sustainable behaviour of attendees, for example using public transport and recycling waste.

Note: Breaches of these conditions will result in your event not being permitted to return to the Park.

2.2.6 You must leave the Park in good condition

As Event Organiser, you will make good, or pay for making good, the site to the satisfaction of Historic Environment Scotland. This will include:

- Leaving the site in a clean, tidy and safe condition.

and where necessary:

- undertaking or paying for raising compressed turf areas, re-seeding or re-turfing worn or dead areas of grass and protecting these areas until reinstatement has taken.

◆ HES takes safety at events seriously. As Event Organiser you must have a Health & Safety Plan and all necessary Risk Assessments and Method Statements in place and take responsibility for them being applied.



2. Your application (continued)

2.3 Step 3: Understand the timescales

To ensure your event has the best chance of success you should be aware of the time we require to assess your application.

Lead times:

Small (community) Events

Applications should be submitted a minimum of eight weeks in advance, earlier if possible.

Medium Events

Applications should be submitted a minimum of six months in advance, earlier if possible.

Major Events

Applications should be submitted one year in advance, earlier if possible.

Note: Event applications that fail to meet these timescales are very unlikely to be considered.

2.4 Step 4: Pre-application enquiries

if you have remaining concerns about whether your event is suitable to be held in the Park, a pre-application enquiry is likely to help clarify this.

You can contact the Ranger Service on **0131 652 8150** or **rangers@hes.scot**

◆ Dates for events can be held in the Park Diary up to one year before an application is received, through an informal email, letter or telephone request. Once an application has been received and accepted, we will only consider one request to change the event date, and only with a minimum notice period of eight weeks prior to the originally booked date.

2.5 Step 5: Making your Application

Your application should include all the following information:

- **Type of event** Describe the event and give its title if it has one.
- **Dates and times** Give the date and time that you would like the event to take place, including proposed set-up, event and de-rig days. If there are any possible alternative dates, please give details.
- **Location** Describe the area of the Park you wish to use. Please provide photographs/plans if possible.
- **Number of participants/anticipated audience** Give details of the numbers of people expected to take part and/or to attend. If the event is to last for more than one day, please divide your numbers accordingly.
- **Equipment required** Give details of any equipment to be brought onto the site, such as marquees, staging, portable toilets, bins and generators.
- **Your organisation** Tell us who is organising the event. Where relevant, give both the name of the organisation and the name and contact details of the Event Organiser. At a later date, we will require you to provide the name and contact details of the individual who will be responsible for the event or activity on the day.
- **Entry fees** State whether you plan to charge an entry fee and how you intend to collect it. Please note that collection of money in the Park is not normally permitted.

- **Routes** If your proposed activity is a sponsored run or walk or similar, give details of the route you would like us to consider.

If you wish to do any of the following as part of your event, under the terms of the Park Regulations, you must also include a request to do so in your application:

- play music or use a PA/sound system;
- photograph or film your event, activities or promote it;
- display banners, posters or similar advertisements of your event, sponsor or charity;
- bring equipment or infrastructure into the Park, e.g. marquees, staging, portable toilets;
- run any stalls offering items for sale or literature to take away;
- insert tent pegs, poles, stakes or other items into the ground;
- provide alcohol as part of the event;
- cook any food in the Park including barbecuing;
- release any fireworks, other pyrotechnics, lanterns etc;
- light any fires.

Now submit your application to:

**Historic Environment Scotland
Ranger Service**

rangers@hes.scot

**Holyrood Park Education Centre,
1 Queen's Drive, Edinburgh, EH8 8HG**

We will issue an acknowledgement within five working days of the receipt of your application.



3. Assessing your application

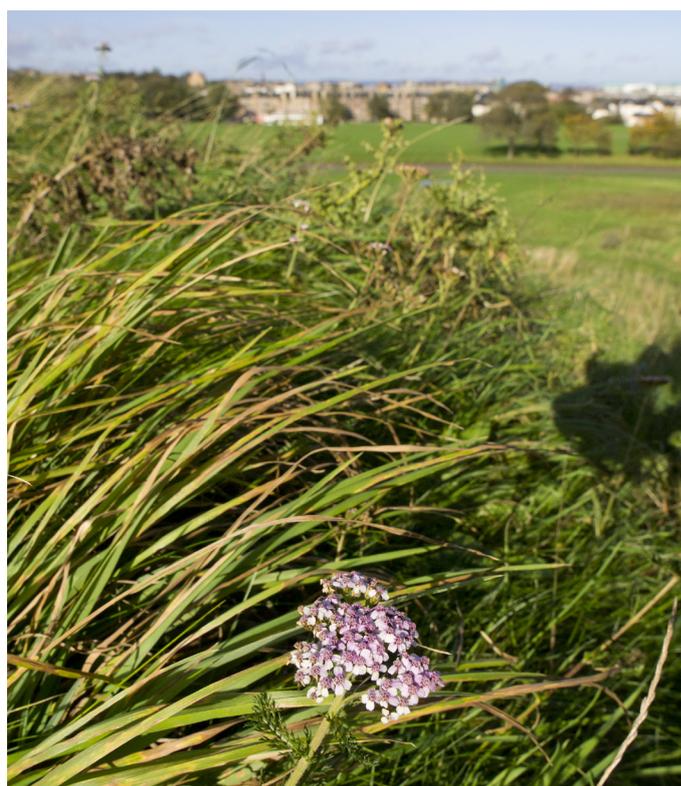
4.1 Initial assessment

HES will assess your application based on the information you have provided. The assessment criteria of your event or activity application will include:

- Is the event suitable for the Park in the context of HES's responsibilities?
- Will the event conflict with the Holyrood Park Regulations?
- Is the event open to the public?
- Will the event clash with any other bookings or stakeholder activities?
- Are the ground conditions suitable at the relevant time of year?
- Has the organiser liaised with the local authority over any necessary licences?
- Are the management arrangements satisfactory for this event?
- Are the health and safety arrangements suitable and sufficient?
- Will the event or frequency of events in the proposed location adversely affect Park users, residents, local businesses, etc?
- Is Scheduled Monument Consent required?
- What will be the environmental impact and will Site of Special Scientific Interest consent be required?
- Does the application meet the timetable required?

4.2 The next steps

1. HES may seek further clarification on any aspect of your application to enable full assessment.
2. If HES (then) thinks that it seems likely that permission to hold your event will be possible we will issue an 'Agreement in principle' within 15 working days after any requested clarifications have been received. This will generally include a proposal to arrange a preliminary meeting (for Medium and Large Events) and an indication of whether or not you are likely to require to also apply for SMC or SSSI consent (see section 4.3)
3. Further discussions or meetings will be arranged and held until both parties have agreed outline arrangements for the event.



4. An estimated event fee will be issued to the Event Organiser.
5. As Event Organiser, you, or your representative(s), will be required to provide draft plans and risk assessments.
6. A formal contract is prepared and signed by both parties. It will set out a payment schedule (if required).
7. Depending on the nature of the event and contract, a deposit or booking fee is likely to be required. This will be payable prior to the event.
8. For some events, a remediation deposit will be required. A site (dilapidations) survey will be undertaken prior to and after the event if a remediation deposit is required. The cost of any remediation work required as a result of ground damage or any other damage to/

◆ All stages and documents must be completed and provided on time and to an appropriate standard or the event will not be permitted to progress.

within the Park will be retained from the remediation fee, the balance being refundable to the Event Organiser. The timing of repayment will be dependent on the nature and scheduling of the works required.

9. Final plans, risk assessments, Public Liability Insurance and relevant Council Licences will be required by HES five days prior to the event.
10. Event is staged.
11. Final event invoice issued and any staff charges made.
12. Evaluation and debrief.



3. Assessing your application (continued)

4.3 Additional consents

As noted above, Event Organisers may sometimes be required to apply for other permissions.

Scheduled Monument Consent (SMC)

This will be required if you want to undertake activities/works in the Park that impact on the Scheduled Monument – e.g. fixing to walls and digging holes are illegal without SMC. (As noted above, ground penetration is permissible only in the Playing Fields area, to a depth of 60cm. Anywhere else in the Park, this would require SMC).

The SMC process normally takes a maximum of nine weeks from start to finish. Each event application is assessed on receipt to check that sufficient information is included. An acknowledgement is then issued.

Where all the necessary information is included in the application, and the works are acceptable, consent may be granted without conditions. This will usually be issued within five weeks of receipt of the application.

It is sometimes necessary to apply conditions to consent. In these circumstances, a provisional view on the application is normally issued within five weeks of receipt. If the applicant is content with the conditions, a final view is then issued within a further four weeks.

Site of Special Scientific Interest (SSSI) Consent

This consent will be required if your proposed activity will impact negatively on the natural heritage of the Park. This can include disturbance of nesting birds, damage to plants, etc.

If it is required, you must apply through HES in advance of your proposed event. There is no defined duration for the SSSI Consent process. It can take some time, requiring detailed proposals to be submitted in advance – therefore, early discussion is recommended.

Proximity to the Palace of Holyroodhouse

On occasion, significant activities take place at the Palace, and these may displace event bookings. While HES will work with Event Organisers to seek a suitable compromise, in exceptional circumstances, HES reserves the right to cancel any reservations for third-party events.

Filming & photography

You will need to seek additional permissions in advance of your event date for any filming or photography that you propose prior to or as part of your event. This filming and/or photography may incur additional fees.

In the first instance contact should be made via www.historicenvironment.scot/visit-a-place/filming/ for the relevant application form and guidance.

4. Event fees

Fee levels for events in Holyrood Park are set out below.

Hire of Park space

Event day	Fee per calendar day
Event space under 7,000m ² with limited or no infrastructure	£250
Event space over 7,000m ² with substantial infrastructure	£500
Event space over 14,000m ² with substantial infrastructure	£1,000
Event space over 21,000m ² with substantial infrastructure	£1,500
Event space over 28,000m ² with substantial infrastructure	£2,000
Event space over 35,000m ² with substantial infrastructure is charged in increments of 7,000m ²	Increments of £500 per additional 7,000m ²

Set up and de-rig day	Fee per calendar day
Event space under 7,000m ²	£250
Event space over 7,000m ²	£500
Event space over 14,000m ²	£1,000
Event space over 21,000m ²	£1,500
Event space over 28,000m ²	£2,000
Event space over 35,000m ² s charged in increments of 7,000m ²	Increments of £500 per additional 7,000m ²

Road network

Road Closures and Openings *	Fee per calendar day
Full Park closure: High Road and Queen's Drive	£1,000
Queen's Drive closure excluding Duddingston Low Road	£750
High Road closure (over 4 hours)	£500
High Road closure (up to 4 hours)	£250
Queen's Drive closure, Horse Wynd to Duke's Walk	£250
Queen's Drive closure, Holyrood Gait-Kaimies Head	£250
Queen's Drive closure, Kaimies Head to Duddingston (Low Road)	£250

* Closure of 'the Loop' (Holyrood Gait to Horse Wynd) requires consultation and agreement with the City of Edinburgh Council.

4. Event fees (continued)

Car Parks

Car Park closure	Fee per calendar day
Broadpavement car park (full car park)	£350
Broadpavement car park (half of car park)	£175
Meadowbank /Duke's Walk	£200
Dunsapie	£100
Duddingston	£100

Hire of Holyrood Park Education Centre

Hire for whole centre, including large room (capacity 60 standing), wet room (capacity 30 standing) and kitchen, per calendar day.

Standard/corporate	Community/charity
£550 + VAT	£350 + VAT

Hire of large room, including large room (capacity 60 standing) and use of kitchen, per calendar day.

Standard/corporate	Community/charity
£400 + VAT	£250 + VAT

Staff Charges

	Hourly			Daily		
	Standard Rate	Overtime Rate	Premium Rate	Standard Rate	Overtime Rate	Premium Rate
Band A	£17.00	£25.50	£34.00	£126.00	£189.00	£251.50
Band B	£22.00	£33.00	£44.00	£163.00	£244.50	£325.50
Band C	£29.00	£43.50	£58.00	£215.00	£322.00	£429.25
Band D	£37.00	£55.50	£74.00	£274.00	£411.00	£547.50
Band E	£44.00	£66.00	£88.00	£326.00	£488.50	£651.25
Band F	£55.50	£83.25	£111.00	£411.00	£616.00	£822.00

Standard Rate

charged for staffing conducted within normal core hours

Overtime Rate

charged for staffing conducted outwith normal core hours

Premium Rate

charged for staffing conducted on Bank Holidays, Sundays, and by specific staff members with 'reserved rights' contracts

Additional information

Park road closures

Closures on weekdays or Saturdays – or outwith our current Sunday road closure times – will require advance traffic information signage to be put in place at least 7 days prior to your event.

Event Organisers can produce this sign for themselves or we can arrange this through our contractor. The cost for full park closure signage is approximately £400.

◆ All fees and charges are reviewed on a yearly basis and are subject to change.

Additional fees that may apply

- A remediation deposit will be required to cover making good and reinstatement of any damage to the ground or other feature of the park and its infrastructure, including any incomplete litter clearance, following the event. All or part of the deposit will be refunded following the completion of any necessary works.
- A waste and litter clearance charge will be applied if necessary (should event organisers have not met this requirement to the necessary standard).



HISTORIC SCOTLAND
ALBA AOSMHOR

Part of Historic
Environment
Scotland

Historic Environment Scotland
Scottish Charity No SC045925

Principal Office

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