



Unstaffed and Key Keeper sites

Because admission price is not applied at these sites, we do not apply a charge for their use. However, staff and administration costs will be recovered.

- ✦ Administration fee applies
- ✦ Staff charges if required

6. CONFIRMATION PAPERWORK

Once all arrangements are in place and fees are agreed (where applicable) we will issue a **Contract of Property Hire**.

This will outline specific terms and conditions for your event and must be signed and returned.

No later than 14 calendar days prior to the event, you will also need to provide:

4 ✦ Appropriate risk assessments

Risk assessments help ensure the safety of visitors to your event, visitors to the site and volunteers or staff holding the event, as well as complying with the law.

You are not required to eliminate all risk but should take steps that are 'reasonably practicable'. More advice, and standard templates, are available from the Health and Safety Executive.

The risk assessment must be satisfactory for the event to go ahead. <http://www.hse.gov.uk/contact/faqs/riskassess.htm>

✦ Proof that you hold public liability insurance (PLI) cover

For the vast majority of events that require permission, it is expected that the organiser will hold adequate PLI.

The PLI must provide cover for injuries suffered by members of the public or our staff and any damage done to the property that arises due to event activity or lack of diligence on your part.

If you do not hold insurance, as the organiser of an event you are personally responsible for any claims arising out of the event. We cannot recommend any specific insurance company for cover.

We understand that there may be exceptional circumstances where holding insurance may not be standard practice for organisers of small-scale events.

Such events will be looked at on a case-by-case basis and we will decide whether or not the event can go ahead without PLI.

If permission is granted, it is on the basis that the event organiser signs our **Contract of Property Hire** and in doing so accepts that we advise PLI is held, but the organiser opted not to obtain it and accepts liability for any claims arising from the event.

Please note: without the confirmation paperwork you will not be given permission to hold an event.

Final confirmation will only be given once all required paperwork is received.

We also require that:

- ✦ All electrical equipment brought on site is pre-agreed and has a current Portable Appliance Test (PAT) certificate, issued by a qualified electrician.
- ✦ All hard items to be used on internal floors are fitted with appropriate rubber bottoms or matting to prevent damage.
- ✦ There are litter collection and disposal arrangements in place.
- ✦ Power cables have appropriate cable covers over them and where in contact with historic fabric, under them also.

7. EVENT TAKES PLACE

8. INVOICING

We will issue an invoice for any charges once the event has taken place.

9. EVALUATION/DEBRIEF

We will issue you with a feedback form as we value any comments, so that we can improve our service.

Guidance notes

Holding Community Events at Historic Scotland sites



We welcome the use of our sites for a variety of local events and religious services (both described as community events). However, we have to ensure that our sites are protected and that the experience of our visitors is enhanced and not hindered by a community event.

How to apply to hold a community event

There is a simple process to follow which should take about eight weeks to complete. Please read the following guidance carefully. If you then wish to apply to hold a community event at a Historic Scotland site please get in touch by calling **0131 550 7603** or emailing **CommunityEvents@hes.scot** to request an application form.

Guidance notes:

Holding Community Events at Historic Scotland Sites

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I. IS YOUR EVENT A COMMUNITY EVENT?

Community events are facilitated by our **Tourism and Community Management Team**.

They are typically small in scale, non-commercial/not for profit and produce minimal impact on the visitor experience. Event requests which do not fall within this description or fit within the following pricing structure (not applicable to religious services) may be viewed as too large in scale and will be assessed by our **Events Team**.

If you are unsure please phone 0131 550 7603 and you will be directed to your Regional Tourism and Community Manager to discuss.

Site exceptions

If you want to hold an event at one of the following sites, please contact them directly for information. Due to the nature of these sites, they have different procedures and this document should not be used for guidance.

Edinburgh Castle
0131 225 9846 ext 264

Stirling Castle
01786 431338

Urquhart Castle
01456 450551

Holyrood Park
0131 652 8150

Linlithgow Peel
0131 652 8150

2. FILL IN OUR APPLICATION FORM

This will enable us to decide whether the event is appropriate for our site. It lets us know of any special requirements you have and allows us to advise you of any concerns we have. The form should be submitted a **minimum of eight weeks in advance** of the event, earlier if possible.

We assess events on the following criteria:

- ✦ Is the event suitable for the site?
- ✦ Will the event interfere with visitors' enjoyment of the site?
- ✦ Will the event clash with any other bookings?
- ✦ Will the conditions at that time of year be suitable for the event?
- ✦ Has the organiser liaised with the local authority over any required licenses?
- ✦ Are the management arrangements satisfactory?
- ✦ Has enough time been given between submission of application and the event for appropriate procedures to be followed?

We do not usually permit any of the following:

- ✦ Anything that has the potential to affect the historic fabric or archaeology of the monument
- ✦ Pyrotechnics
- ✦ Naked flames (burning torches, candles, etc.)
- ✦ Soliciting donations from visitors on site
- ✦ Balloon releases
- ✦ Catering
- ✦ Marquees or temporary structures

3. SITE MEETINGS

It may be necessary for you to meet with us to discuss the event, most likely at the site.

This is because many of our sites are Scheduled Monuments and are protected by law under the **Ancient Monuments and Archaeological Areas Act 1979**.

If there is any risk that the historic fabric or archaeological remains will be affected, **Scheduled Monument Consent** must be sought from our Heritage Management Directorate. This process can considerably lengthen the amount of time required for the approval of an event and will result in additional conditions that you may have to meet.

4. AGREEMENT

Your application will be assessed following the criteria above. A decision will then be made as to whether we can agree to your event going ahead.

5. FEES

Any direct costs such as additional cleaning, hire of chairs, licences, etc. must be met by the event organisers.

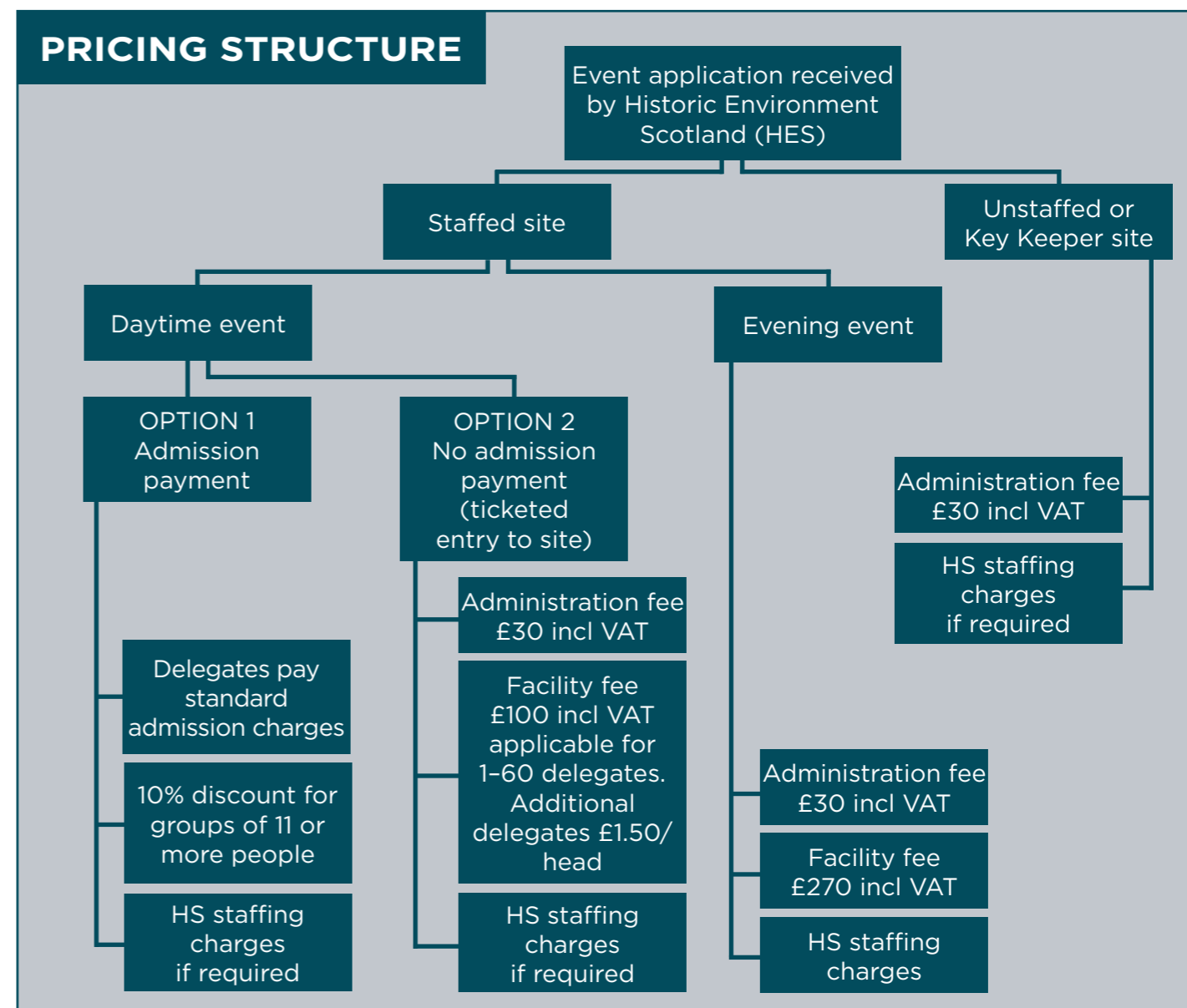
For religious services, no facility fees other than any necessary staffing charges will apply. If the service is combined with a leisure visit to the site, then site admission price will apply.

The chart and text on the next two pages set out the options for fee payments. We understand that the following options may not always be appropriate as every application is looked at on a case-by-case basis; in some cases events may still require an element of negotiation.

The fee will be discussed with you and confirmed in writing.

A flat rate administration fee will apply for all evening events, daytime Option 2 events and events at unstaffed or Key Keeper properties (properties which do not have a day-to-day admission price applicable). Information relating to staffing charges will be discussed once it is agreed which, if any, staff are required for your event.

PRICING STRUCTURE



Staffed sites

There are two options for daytime events:

Option 1

Admission payment by delegates, resulting in no financial outlay by organiser and full site access for delegates.

- ✦ No administration fee applies
- ✦ No facility fee applies
- ✦ Staff charges if required

Option 2

Ticketed entry to site by delegates (suitable option if admission rate is viewed as too high for delegates).

- ✦ Administration fee applies
- ✦ Staff charges if required
- ✦ Facility fee of £100 incl VAT applicable for 1-60 delegates in place of admission price payment. Every delegate over the 60 cap should be charged at £1.50/head. **Please note:** number of delegates may be restricted for health and safety/capacity reasons. Tickets can then be sold (or given out free of charge) by organisers at a lower rate than the site admission charge.

- ✦ Tickets allow entry to whole site (excluding restricted areas)

- ✦ Ticket price must not exceed £2 (as not for profit)
- ✦ Copy of ticket must be given to site at least one week in advance of event for reference when delegates arrive

Evening events

As sites require to be opened specially for evening events the following applies:

- ✦ Administration fee applies
- ✦ Staffing charges
- ✦ Facility fee of £270 incl VAT
- ✦ 11pm finish, allowing the site to be vacated by midnight