**PENTLAND HILLS REGIONAL PARK**

**EVENTS PLANNING FORM**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title of Event** |  | | | |
| **Organisation** |  | | | |
| **Contact Name** |  | | | |
| **Address** |  | | | |
| **Telephone number** |  | | | |
| **Email** |  | | | |
| Please state if you are content for contact details to be shared with landowners for the purpose of giving permission (Y/N) |  | | | |
| **Proposed area/ route** | Please provide a detailed map in PDF of proposed route/area requested | | | |
| **Proposed date(s)** | Set up:  Event start:  Event end:  *Break down:* | | | |
| **Time(s)**  (Please include set-up and clear-up time) | *From:* | | | *To:* |
| **Description of event** (Infrastructure details, etc.) |  | | | |
| What is the admission charge for your event? |  | | | |
| **Number of officials/marshals and/or volunteers present at event:** |  | | | |
| **Number of expected participants:** |  | | | |
| **Number of expected spectators:** |  | | | |
| Donation? You can contribute to the PHRP Donation Scheme to give back to the hills <https://www.pentlandhills.org/get-involved/donate> | *Y/N. If Yes, amount / percent, to which organisation:* | | | |
| **Public Liability Insurance** | Enclosed? | *Y/N* | | |
| **Risk Assessment** | Enclosed | *Y/N* | | |
| **Map of proposed route/area** | Enclosed | *Y/N* | | |
| **Points to consider**  (further information and timescales can be found in the PHRP outdoor Event Guidance) | Scottish Outdoor Access Code.  Land mgt operations. Car parking / transport / road closures.  First Aid / medical / veterinary cover.  Marshalling and communications.  Litter/signage collection.  Toilets. | *Event organiser comments on these points:* | | |
| **Office Use:**  Date form received:  Lead Officer: |  | | | |
| **PHRP Comments on event** |  | | | |
| **PHRP: Land owners to be contacted** | | | **Date contacted:** | |

Please note that there is an expectation to provide recycling facilities during your event. It is also expected that as much waste as possible is recycled when clearing up after your event’s completion. Should your event require significant infrastructure near to trees, you may be required to provide a tree protection plan. Once your application has been reviewed you will be informed whether this will be required.

Once you have completed this form please return it, along with any relevant information, as soon as possible to:[pentlandhills@edinburgh.gov.uk](mailto:pentlandhills@edinburgh.gov.uk)

***Please note that this form is for information only and is not to be regarded as forming part of a legally binding contract.***

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