**PENTLAND HILLS REGIONAL PARK**

**EVENTS PLANNING FORM**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title of Event** | |  | | | | | | |
| **Organisation** | |  | | | | | | |
| **Contact Name** | |  | | | | | | |
| **Address** | |  | | | | | | |
| **Telephone number** | |  | | | | | | |
| **Email** | |  | | | | | | |
|  | |  | | | | | | |
| **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? | |  | | | | | | |
| **Charities only**- What percentage of the proceeds are going to charity? | |  | | | | | | |
| **Charities only-** Charity registration number | |  | | | | | | |
| **Number of officials/marshals and/or volunteers present at event:** | |  | | | | | | |
| **Number of expected participants:** | |  | | | | | | |
| **Anticipated number of spectators:** | |  | | | | | | |
| **Public Liability Insurance** | | Enclosed | |  | | | Not enclosed |  |
| **Risk Assessment** | | Enclosed | |  | | | Not enclosed |  |
| **Map of proposed route/area** | | Enclosed | |  | | | Not enclosed |  |
| **Points to consider**  (further information and timescales can be found in the PHRP outdoor Event Guidance) | | | G:\SfC\Parks\Natural Heritage Service\PHRP\Interpretation & Communication\Logos\phrp logo\PHRP logo good copy.jpgScottish Outdoor Access Code  Land mgt operations/ car parking/transport/closures  First Aid/ medical/veterinary cover  Marshalling and communications  Litter/signage collection  Toilets | | | | | |
| **Office Use:** | Date form received :  Lead Officer: | | | | | | | |
| **PHRP Comments on event** |  | | | | | | | |
| **PHRP: Land owners to be contacted** |  | | | | Date contacted | Comments | | |
| **Pentland Hills Regional Park Donations Scheme**  To help maintain/restore the Pentland Path network please refer to PHRP donation scheme on our website <http://www.pentlandhills.org/info/3/discover/10/donation_scheme> | | | | | | | | |

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)

Pentland Hills Regional Park

Natural Heritage Service

City of Edinburgh Council

Hermitage of Braid

69a Braid Road

EDINBURGH

EH10 6JF

***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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