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Accessibility

• The Scottish Parliament is fully wheelchair accessible and provides a free wheelchair and pushchair loan service for visitors. As they are in limited supply, please book in advance with the Events and Exhibitions Team.

• Should any guests require personal assistance, such a service can be provided through an external organisation if requested in advance. Please note that this service does incur a cost. Please see the section on Inductions loops and Infra-red systems for further details.

Access to Event Venue

• We aim for access to your event venue a minimum of 30 minutes before the arrival of your guests.

• Depending upon Parliamentary business, this time may vary at short notice.

• Parliamentary business always takes priority and the Scottish Parliament reserves the right to alter your time of access on the day if required.

• Please see the section Set up Time for further information.

Arrival of Guests

• All guests should arrive at the Public Entrance on Horse Wynd where they will be registered by Visitor Services Staff.

• Guests should arrive in time to go through the security checks. Details are provided in the Guest Information Leaflet.

• Please include the following text in any joining instruction that you send to guests: ‘Registration for this event will open {Please insert the correct time that is 30 minutes before the start of the event} and will close {Please insert the correct time that is 30 minutes after the start time}.

• Guests who are attending events in the Garden Lobby will leave via the Canongate; all other guests will depart via the Main Entrance on Horse Wynd. It is essential that you give us accurate guest arrival and departure times so that we can ensure that Security staff are available.
Assistance Dogs

• The Parliament welcomes visitors with all types of assistance dogs. Please advise us in advance and we will make sure water is available.

Audiovisual Equipment

• The Scottish Parliament is able to provide some audiovisual facilities for your event or exhibition.
• Currently these services are not chargeable where a technician is not required for operation but are subject to availability. Where there is no availability, we may be able to arrange for equipment to be contracted in; however, as host organisation you will be responsible for meeting any costs associated with this.
• Facilities available at no cost include: laptop, projector, DVD, plasma screen and PC, flip charts, lectern and display boards.
• The plasma screen and PC are Microsoft Office 2007 compatible. All the plasma screens have speakers and are enabled for sound.
• Within each Committee Room, a Broadband ADSL line is provided. For security reasons, this line will bypass the Scottish Parliament’s network and if you are using your own personal laptop, we would encourage users of this service to ensure that they have suitable security and anti-virus software configured on their laptop equipment.
• Please also see the section on Wi-Fi.

Badges for Guests

• As a security requirement, all event guests will be issued with an Event Guest lanyard by the Parliament.
• Should you wish to provide name badges for your guests, these must be worn in addition to those provided by the Parliament as these form part of our security arrangements. You will not be able to distribute badges in the registration area but can do so within your event venue.
• Badges for Garden Lobby, Main Hall and Members’ Room events will be issued on your behalf by Visitor Services at registration. These badges must be delivered to your Events Officer 72 hours in advance of your event.
Branding

- Organisations hosting events are permitted to use limited/appropriate branding within the area where the event is taking place. Please discuss this with your Events Officer.
- No branding is permitted in public areas of the building.
- Organisations are not permitted to use the Parliament logo on invitations, programmes or on any materials relating to their event.
- All branding must be approved by the Events and Exhibitions Team prior to the event taking place.
- We reserve the right to remove from view any branding material not approved in advance of the event.

Broadband (ADSL)

- Please see the above section on Audio Visual.

Broadcasting Facilities

- The Parliament’s Broadcasting Team may be able to provide services to support your event on an ad-hoc basis.
- These facilities would include, broadcasting for radio and/or television and web casting on the internet.
- All costs incurred will be met by the external event organisation

Cancellations

- In rare circumstances, it may be necessary to cancel, reschedule or relocate an event in order to facilitate support for Parliamentary business or major events / exhibitions. This is unlikely and as much prior notice as possible will be given.
- Please see the Hospitality and Terms and Conditions section for further cancellation policies on event costs.

Coat Rails

- Coat rails are provided as standard within each event venue.
Communication Support

- As organiser, you are responsible for ensuring that your event is fully accessible. This could be by providing, if requested, a BSL interpreter or other communication support worker, such as a lip speaker or note taker, to assist those who are deaf or hard of hearing to participate fully in the event. The Scottish Parliament can arrange this service if sufficient notice is given but is subject to the availability of interpreters or other communication support workers. Note that there will be a charge for providing such services.

- Speak to the Events and Exhibitions Team to book communication support services. Organisers can provide their own communication support services and should advise the Events and Exhibitions Team in advance to ensure their requirements are met (i.e. location within venue, power sockets, table etc).

Complaints

- The Scottish Parliament has procedures in place for dealing with complaints about its staff and services. If you have a complaint relating to an event, please speak to a member of Events staff in the first instance or contact the Events and Exhibitions Team by emailing eventsandexhibitions@parliament.scot or calling 0131 348 6933.

Contracts

- Event Organisers will receive a contract shortly after their planning meeting and/or the requirements for the event have been taken. It is in the Organisers interest to provide as much information as possible at the early planning stages to ensure the signed contract is accurate.

- Signed contracts should be returned to the Events and Exhibitions Team within 5 days of receipt.

Costs for Events

- It is the responsibility of the host organisation to meet all costs in full for services contracted from the Scottish Parliament. We will advise you of these before your event.

- All invoices must be paid within the specified time frame.

- Paying by card over the telephone is available and can be taken by your Events Officer. Please see the Payment by Card section
• No individual or organisation may profit financially, directly or indirectly, from hosting an event at the Scottish Parliament. We reserve the right to cancel the event if we discover that it is being organised or promoted in a manner calculated to achieve financial gain.
• You may not in any way charge an entry fee or ticket price for your event.
• You may not solicit donations from guests, either in advance, during or after your event to cover the costs of the event.
• Please also see section on Fundraising.

Crèche
• The crèche provides care for children aged 6 weeks – 5 years and is open for business from 08:00 to 18:00hrs on weekdays. Visits are limited to 4 hours.
• Admission can be by pre-booking or on a drop in basis for visitors subject to availability.
• Please contact the crèche directly if you require childcare whilst attending an event at the Scottish Parliament (0131 348 6192 / creche@parliament.scot)

Deadline for Amendments
• You must advise of any changes to your event well in advance but note we will only accept changes in line with the schedule below. This schedule will apply to all services provided by the Parliament and its contractors.

Major amendments
Notice required: 10 clear working days
Major amendments are classified as:
• Changes to equipment and services that use external contractors or will require significant Parliament staff input.
• An increase or decrease in numbers that will necessitate the relocation of the event to another room or area if another venue can be found.
• Major changes to the timing of the event that may affect the working of the Parliament or the schedule of your MSP sponsor or guest speaker.

Medium scale amendments
Notice required: 7 clear working days
Medium scale amendments are classified as:
• Changes to equipment and services that are provided by the Parliament or on site contractors.
• Adjustments to agreed room layout.
• Minor adjustments to the programme for your event that do not affect the start and end times of your event but that may affect the delivery of hospitality and other services during the event itself.

**Minor amendments**

Minor amendments are classified as:
• Slight changes to room layout.

**Delivery and Removal of Equipment**

• There is no on-site parking available at the Scottish Parliament.
• Arrangements can be made to deliver equipment to the loading bay via the vehicle entrance on Holyrood Road. You will be required to remove your vehicle and park it elsewhere after the delivery.
• All deliveries will be subject to a manual search or will be passed through the Parliament’s security screening machine before being moved through the building.

**Delivery Times**

• All event deliveries should arrive well in advance of your start time but between 09:00 and 15:30hrs. Delivery the day before your event is also welcomed. Please note that deliveries close to your event start time may delay the start of your event.
• You are required to remove all equipment at the end of your event.
• In the case of large items, it may be possible to arrange overnight storage but this must be arranged in advance.
• If overnight storage is arranged, you are required to collect your equipment from the loading bay between 10:00 and 11:30hrs on the next working day.
• The Scottish Parliament can accept no liability for possessions or equipment left unattended on the premises.
• To book a delivery/collection to or from the loading bay please complete the **Event Delivery and Instruction Form** and submit to your Events Officer in advance of your event. Failure to complete and return this form may mean that we are unable to accept your delivery.
Disability Discrimination Act 1995

• The Disability Discrimination Act 1995 (the DDA) places a duty on the Scottish Parliamentary Corporate Body not to discriminate against disabled service users. In other words, we must not treat a disabled service user (e.g. a member of the public, a representative of an outside organisation, an attendee at an event etc) less favourably than other people for a reason related to their disability. It also places a duty on the Parliament to make ‘reasonable adjustments’ to provide disabled service users with full access to the information and services that we provide. In relation to events, this means that the Parliament, as a service provider, is responsible for ensuring that the building is accessible both to you as an event organiser and to those attending your event. This accessibility includes making sure that facilities used for events such as meeting rooms and toilet facilities are all accessible.

• As an event organiser, you also have responsibilities under the DDA. This could include things such as providing information in alternative formats; or providing some form of assistance at the event. We strongly advise you to ask your guests in advance of the event whether any access arrangements or adjustments need to be put in place. It would be helpful to know this information prior to the event as there are certain types of adjustment which require several days notice and cannot be made on the day of the event. It will also mean that your invited guests can fully access and participate in your event. Information on how we can assist with provision for people who have specific requirements is included in this pack. If you are unsure of the existing provision which is in place, please contact the Events and Exhibitions Team for advice.

Enquiries

• Your Events Officer will deal direct with you on all enquiries and correspondence however please note that if your Events Officer is not available you can send emails to the general Event and Exhibitions inbox at the following e-mail address, eventsandexhibitions@parliament.scot

• The generic email address will ensure that your enquiry is dealt with promptly and that urgent emails are read.

• We aim to respond to all enquiries within 5 working days.
Equalities Statement

• The Scottish Parliamentary Corporate Body (SPCB) is committed to promoting equal access to the services which it provides. It will seek to ensure that all service users are treated fairly, with respect and without bias.

• No service user will receive less favourable treatment than others because of her or his gender; gender identity; sexual orientation; racial group (which includes colour, race, nationality, national or ethnic origin); religion, religious belief, or similar philosophical belief (or lack of any of these); disability; and age.

• Organisers are asked to take account of this in their approach to SPCB staff and to guests.

Equalities Act 2010

• The Equality Act 2010 places a duty on the Scottish Parliamentary Corporate Body (SPCB) to:
  • eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act
  • advance equality of opportunity between people who share a protected characteristic and those who do not
  • foster good relations between people who share a protected characteristic and people who do not share it

• This legislation brings together all the previous equal opportunities legislation and covers all our policies, facilities and services including in this instance our event service.

• In any service we provide, the SPCB has a duty to anticipate the needs of people who engage with the Parliament. It is not enough to respond to issues as they arise; instead, our role is to anticipate barriers which could impede protected equality groups. This will ultimately help to remove barriers which are causing disadvantage and should result in a greater number of people, from a more diverse cross-section of society, engaging with the Parliament. We aim to assist in achieving this by ensuring that any events held here in the Parliament are accessible to all.

• As an event organiser, you also have responsibilities under the Act to make your event as open and accessible to all as possible. This could include things such as ensuring a diverse range of participants at your event as appropriate, providing accessible information before and during the event or providing assistance at the event, for example, British Sign Language interpreters, other language interpreters, sighted guides, audio description of the event or personal assistants.
• For further general information on the Equality Act please see www.equalityhumanrights.com/en/equality-act/equality-act-2010

Evaluation
• We want to ensure that events held at the Scottish Parliament are a success.
• To do this, we continually monitor and evaluate to ensure that your aims and objectives are achieved and that best practice is maintained.
• Your assigned Events Officer will send you an evaluation form by email once your event has taken place.

Event Plan
• Shorty after your planning meeting with your Events Officer, you will receive an Event Plan. The Event Plan will contain all the relevant information important to your event including room layout, hospitality details, arrival and departure times, etc.
• Prices for catering and AV hire will be detailed within your Event Plan as agreed between yourself and your Events Officer.

Event Summary for MSPs
• We will advertise your event to all MSPs on the Parliament’s internal information system and in the weekly Events and Exhibitions Bulletin. You will be asked to provide a summary of your event in no more than 50 words for inclusion.
• Please complete the Finance and Bulletin Form with this information.

Events and Exhibition Bulletin Form
• You will be asked to provide a short paragraph on your event which will be published in our Events and Exhibition Bulletin Form, a document detailing each event and exhibition in the Scottish Parliament.
Filming / Photography

- Permission to film/photograph your event will be given on an event-by-event basis on behalf of the Scottish Parliamentary Corporate Body (SPCB) by the Events and Exhibitions Team.
- Organisations wishing to film/photograph their event at the Scottish Parliament should submit a request in writing to their sponsoring MSP. The MSP will then discuss the request with the Events and Exhibitions Team.
- You will only be able to proceed with filming/photography once agreement has been given and you have agreed to abide by the SPCB’s Terms and Conditions on filming/photography.
- Only when the agreement is in place, you are allowed to invite your own photographer to attend your event. The photographer should only take photographs in the area where your event is taking place. You should advise your guests that you have a photographer in attendance.
- The name of the photographer should be included on your Guest List.
- Photography for exhibitions is permitted. If possible avoid flash photography. When taking photographs in the Garden or Members’ Lobby, given the close proximity of Parliament staff offices, you are asked to show due courtesy and consideration for other building users.
- Requests for press photography must first be made through the Media Relations Office. All access requests to take pictures across the parliamentary estate will be judged on their merits and will take into account the privacy of building users.

Public Photography

- In general, our visitors are allowed to take photos in the public areas. They are not permitted to take photos in the private areas or during public tours. Please let us know if you think that your guests will wish to take photos themselves during your event if it is taking place in a private area. If you are unsure whether your event is taking place in a private area please contact the Events and Exhibitions Team to discuss.
- Any photos that are taken by visitors/guests are for personal use only; they should not be published or used for commercial purposes.

Parliamentary Photographer

- Photographs may be taken during the event by the Parliament’s photographer. These images may be used by the Scottish Parliament in future publicity materials; in publications and on its website.
Finance and Form

• You will be asked to complete the Finance and Bulletin Form at the early stages of planning your event.
• This form has two sections and requires your address and any financial tracking / reference number required for the invoice.

Fundraising

• No individual or organisation may profit financially, directly or indirectly, from hosting an event at the Scottish Parliament. We reserve the right to cancel the event if we discover that it is being organised or promoted in a manner calculated to achieve financial gain.
• The raising of funds or collections anywhere within The Scottish Parliament for any organisation other than the Parliament’s nominated charity, PoppyScotland, is prohibited.

Gaelic at Your Event

• The Gaelic Language (Scotland) Act 2005 was passed by the Scottish Parliament with a view to securing the status of the Gaelic language as an official language of Scotland commanding equal respect to the English language. The Scottish Parliamentary Corporate Body (SPCB) has a Gaelic language plan and asks external hosts to consider how Gaelic can be used at their event at the Parliament. Please contact your Events Officer to discuss this in more detail.

Guest Information Leaflet

• The Guest Information Leaflet contains details of how to get to the Scottish Parliament, transport and parking facilities and tells your event guests what to expect when they arrive.
• Please ensure this document is distributed to all of your guests prior to the event. This can be distributed at the same time as your invitations or to those guests who have confirmed their attendance.
Guest Lists

- You must provide us with an event Guest List no later than the Thursday of the week prior to your event.
- Final/amended Guest Lists should be received by the Scottish Parliament no later than 24 hours before the event. This must be submitted to your Events Officer in the specified format using the attached Guest List.
- If there are amendments to your Guest List please do not send single names but re-send the complete Guest List with amendments included.

Health and Safety

- Ensuring the safety and comfort of all visitors is essential. Health and Safety procedures cannot be comprised to accommodate events.
- In the event that a fire or an emergency situation is reported in the building, staff and guests will be informed of the action to take by voice alarm messages.
- Information in relation to any guest who will require specific assistance in evacuating the building should be sent to the Events and Exhibitions Team in advance.
- Parliament officials are responsible for the evacuation of all guests and visitors. Should an evacuation be necessary during an event, a decision will be made as to whether or not the event can continue and re-entry to the building.

Hospitality

- You will already have received the hospitality inserts detailing the options available.
- To book your hospitality please inform your Events Officer.
- If you have specific enquiries relating to the hospitality for your event or are working to a fixed budget and wish to explore available options further please speak to your Events Officer who will liaise with the Parliament’s catering team on your behalf.
- External catering may be permitted if your event is focused on food and drink but must be provided as samples only.
- You will be asked to complete the External Catering Questions form for consideration. Please note the Parliament’s catering team will not assist with receiving, storing, serving or monitoring your food when it is on the premises. They will assist only with the provision of and clearing of plates and glassware.
• We require an initial notification of your catering requirements as soon as possible after you have received confirmation that your event will be going ahead.

• We require final confirmation of your requirements no later than 14 days prior to your event. We will accept alterations to your guest numbers no later than 7 days prior to your event.

Cancellation Policy
• To minimise wastage and to ensure efficiency in our operation, you are asked to note that we require notice of 5 clear working days to cancel all hospitality and catering orders. The cancellation times detailed above will apply to all events.
• Where timely notice of cancellation is not received, the Event Organiser will be required to meet the catering costs for the event in full.

Induction loops and Infra-red systems
• Induction loop systems are available in several locations throughout the Scottish Parliament including the Debating Chamber, Committee Rooms and the Visitor Information Desk.
• A portable induction loop can also be provided upon request.
• Infra-red systems are also available in the Debating Chamber and Committee Rooms. In order to use one of these systems, the PA system in the room in question must be used.
• Where possible, please provide this information 7 full working days prior to your event.

Insurance and Liability
• If such indemnity is required it is your responsibility to arrange appropriate insurance. We do not have in place insurance or other arrangements to indemnify you, your employees, helpers, guests or performers in respect of any legal liability arising from any act or omission on your part or on their part in the course of the event.
• You must inform us if it is proposed to include in the event any performance or other activity involving a risk of physical injury to any person or a risk of damage to property. We reserve the right not to permit the performance or activity in question, or alternatively to allow it to proceed subject to such conditions as we may specify, including conditions relating to insurance arrangements.
• The Events and Exhibitions Team can advise on appropriate display methods for valuable or vulnerable materials in special circumstances but the display spaces available during events are more suited for information-based exhibits and displays.
**Interpreters**

- If you require us to arrange foreign language or BSL interpretation on your behalf for your event please discuss this with the Events and Exhibitions Team. Please note there may be a cost for this service.

**Invitations**

- Please ensure that your invitations include the name of your MSP sponsor in the first line.
- For example: ‘You have been invited to Event X, sponsored by X MSP, within The Robert Burns Room at the Scottish Parliament’. The invitee list must be approved by your sponsoring MSP.
- To meet legal requirements and to ensure the safety and comfort of your guests, please ensure that the following text is included in your letter of invitation: ‘Prior to attending the event please contact the event organiser if you have any specific access requirements or if you require personal assistance in the event of an evacuation.’
- To ensure the prompt arrival of your guests allowing your event to start on time and to assist in the management of the building during busy periods, please refer to the section on **Arrival of Guests**.
- Guests may be asked to present their invitation on arrival at the Scottish Parliament. Information about this is contained in the **Guest Information Leaflet**.

**Invoices**

- To ensure that you are invoiced correctly, details must be provided in advance of your event within the **Finance and Bulletin Form**. In the circumstances where an invoice will not be dealt with by the main event contact (another organisation or Head Office will cover costs) please provide full invoicing details including contact name and number. Please also consider if a purchase order or other finance reference is required on the final invoice.
- If you require more than one invoice, e.g. if catering costs are to be split between co-hosts, details for each invoice must be provided to the Events and Exhibitions Team in advance.
- Paying by card over the telephone is available and can be taken by your Events Officer.
- Please see the **Payment by Card** section

**Internet Access**

- Please see the above section on **Audio Visual**.
Late Arrival of Guests

• Please see the sections on **Arrival of Guests** and **Invitations**.

Launches

• Organisations are not permitted to use the Parliament complex for official launches of any kind. Events can be held to allow organisations to debate a recently launched document or report, for example, allowing invited guests and MSPs to discuss and engage on its topic.

• Accommodation may be booked to launch any book written by a Member. Members may also book accommodation to launch books written by other authors, provided they fall within the following categories:
  • anthologies of Members’ speeches and extracts from their diaries authorised by the Member or their family
  • biographies of former Members of the Parliament authorised by the Member or their family
  • books commissioned by or on behalf of the SPCB

• Note that the sale of books at any of the above launches is permitted.

Lobbying

• From 12 March 2018, the **Lobbying (Scotland) Act 2016** will come into force. As organiser, you will wish to make yourself aware of what this means for your organisation and any interactions your invited guests may have with Members of the Scottish Parliament and members of the Scottish Government, amongst others, at your event

• This **Information Leaflet** provides a brief overview of the requirements of the Act. Further information can be found in the **Parliamentary Guidance** produced to accompany the Act: this contains specific information to assist organisers of events.

• Any queries please contact the Lobbying Registrar Office (**lobbying@parliament.scot**).

Lost Property

• All lost property should be reported directly to the Events and Exhibitions Team who will liaise with Security staff to see if it has been found.
Mobility Aids

• The Parliament provides a free wheelchair and pushchair loan service for visitors. We have a limited supply of wheelchairs and pushchairs and they should be booked in advance by contacting the Events and Exhibitions Team.

• Please note that we are unable to provide Personal Assistance through parliamentary staff due to resource and Health & Safety issues. However, should any guests require such a service this can be provided through an external organisation if requested in advance. Please note that this service does incur a cost. This must be communicated to the Events and Exhibitions Team in advance.

Music and Performance at Events

• Organisations are welcome to use music as part of an event. This should be discussed in advance with your assigned Events Officer. Restrictions do apply to avoid disruption to other building users.

• You must inform us if it is proposed to include in the event any performance or other activity involving a risk of physical injury to any person or a risk of damage to property. Our agreement to performances of this nature will be subject to the clauses contained within the Events Contract. Please see section on Insurance and Liability.

• Given the location of the exhibition spaces to working offices, we cannot permit audio as part of an MSP-sponsored exhibition.

On Site Support

• An Events Officer will be responsible for the overall coordination of your event on the day. This may not be the person with whom you have been liaising to make the arrangements, but they will be aware of all of the details relating to your event. Once your event has begun, as well as conducting periodic checks, this person will normally be contactable via an Events Assistant.
Parking

- There is no public parking at the Parliament.
- Information about off site parking is contained within the **Guest Information Leaflet**.
- Six public parking spaces are reserved for disabled people on Horse Wynd. Please note that these parking bays are for visitors to the Holyrood area in general, not just for visitors to the Parliament. These parking bays can be used by all blue badge holders and cannot be booked in advance. Blue badge holders can also park on single yellow lines and these are available near to the Parliament building.

Payment by Card

- Once your final invoice has been received you can complete the payment by card. This can be taken over the telephone by your Events Officer and a receipt will be sent for your records.

Personal Emergency Evacuation Plans (PEEPs)

- Where event guests notify in advance that they require individual assistance in the event of an evacuation, we will arrange an emergency evacuation plan prior to the event with your assistance or direct with the individual.

Personal Property

- It is the responsibility of the Organiser to ensure that event guests and other participants are aware of the nature of the facilities provided and that possessions left other than in a secure locker are left at their own risk.

Photocall

- Photocalls in the Scottish Parliament are available and fall under the same criteria and guidelines as a Member sponsored Event and Exhibition. Once a completed **Event Request Form** is received and agreed an Events Officer will make contact and progress.
Photography
• See the previous section of Filming/Photography.

Programme
• Please supply a copy of the running order programme for your event as soon as possible but no later than 7 working days before the event.
• The programme should detail key activities such as names of speakers, times of speeches and breakout sessions. This information will assist us to coordinate the full range of activities across the Parliament and to ensure that speeches and key activities are not interrupted.

Registration
• All guests will be registered on arrival by Visitor Services staff at the Visitor Services desk in the Main Hall.
• It is not possible to display registration materials or to distribute resources in the Main Hall.
• Guests will be given their security badges at registration and directed to a nominated assembly point. Events Assistants will then escort your guests to the event venue as required.

Room Layout
• All rooms and locations used for events at the Scottish Parliament are designed primarily for Parliamentary business. Fixed tables are a feature in all committee rooms. All of the rooms function effectively in any of the following layouts:
  • Roundtable
  • Theatre style (for conference and seminar) Workshop
  • Reception

Confirming room layout
• Please confirm your preferred layout with your Events Officer at the planning meeting.
• We are unable to accept substantial changes to the layout of the room on the night so it is crucial that you discuss your requirements with your Events Officer prior to the event.
• It is not permissible to affix posters to walls and doors.
• Event hosts and guests are politely requested not to touch any of the equipment on the committee tables.
Security

- Security procedures will be in place and all Event Organisers, hosts and guests are expected to comply with all security procedures at all times.

Set Up Time

- A set up time between 30 minutes and an hour will normally be allocated to each event. Any variation to this must be agreed with your Events Officer in advance.
- All set up times are subject to Parliamentary business and may be affected at short notice. See Access to Event Venue for further information.

Set up within committee rooms

- Committee room events can not begin until the committee business is fully finished. Please note that on occasions committees may run on.

Set up in the Garden Lobby

- The Garden Lobby is the main thoroughfare of the Scottish Parliament. It contains a range of staff offices and support services. Set up for evening events in this area cannot begin before 17:00hrs with guests only being brought through once business in the Debating Chamber has finished and all MSPs have cleared the area.

Shared Lobby Areas

- Events that take place in committee rooms often use the lobby area for hospitality. These are common areas that are shared with another committee rooms. If this is applicable to your event we will inform you in advance. To minimise confusion, you are advised to tell your guests that you are sharing a lobby area with another event.
Site Visits
• A site visit to assist in the organisation of your event can be arranged. Please contact the Events and Exhibitions Team to arrange this.

Smoking
• There is no smoking permitted, either within the Scottish Parliament buildings or its grounds.

Social Media
• You can find the Scottish Parliament’s social media pages on:
  Facebook: www.facebook.com/scottishparliament
  Twitter: @ScotParl
• We welcome outside organisations promoting their event and would encourage you to like or follow the Scottish Parliament and mention in your posts.

Sponsorship

Event Sponsor
• All events must be sponsored by an MSP, a parliamentary committee or the Scottish Parliamentary Corporate Body (SPCB).
• In agreeing to sponsor, the MSP is confirming that they consider that the event or exhibition fits the agreed criteria and conditions defined by the SPCB and that they will be in attendance for the duration of the event.
• The MSP sponsor does not assume any financial responsibility for the related contracted services.
• The MSP sponsor should be clearly named on all Invitations. It is your responsibility to maintain contact with your MSP sponsor regarding their input to their event.

Commercial Sponsorship
• Many organisations use a commercial sponsor to assist with the costs of their event. Whilst sponsors branding is restricted organisations often choose to acknowledge the support of their sponsor in speeches and on invitations. If you propose to use commercial sponsorship you should inform the Events and Exhibitions Team as soon as possible so they can discuss the guidelines with you.
Stall Events

- Events requiring multiple stalls are permitted where space is available. Please review the Stall Event Guidance document and speak to your Events Officer to progress.

Stewards and Events Assistants

- Parliament Events Assistants are available to assist guests attending events.
- The role of the Events Assistant is to:
  - Assist with the escorting of guests through the building;
  - Ensure the Health & Safety of guests during the event and in the event of an evacuation; and
  - Remain with the guests for the duration of the event.

Terms and Conditions

- Please refer to the Terms and Conditions you will receive with your Event Plan and Contract.

Toilet Facilities

- Male and Female facilities are located in close proximity to all areas where events take place. Accessible toilet facilities are located throughout the campus; including a larger facility with space for an assistant and changing bench near the Public Entrance and a Changing Places
- Toilet with changing bench and hoist which is located in the Garden Lobby. Should you or your guests require access to the Changing Places Toilet and your event is not taking place in the Garden Lobby please advise the Events Officer or an Events Assistant.
- There is a unisex accessible toilet located on each floor of the Committee Towers.

Tours

- Guests attending events at the Scottish Parliament normally only gain access to the area of the building in which the event is taking place. If you would like your guests to see more of the building, we can offer a free guided tour service, subject to availability, conducted by Visitor Services Officers. Tours linked to your event can be arranged on any day, subject to availability.
• The tour will usually be private, with event guests only, unless it is necessary, because of the timing of the event, to include this as part of the public tours programme (Mondays, Fridays and Saturdays). On rare occasions, this could mean that members of the public would be on the tour also. This would only be organised with your agreement and you would be advised in advance. If your guests are part of a group on a public tour, these depart at regular intervals in maximum groups of 20 during the advertised public opening times. These tours, scheduled on non-business days, depart from the Main Hall and usually last for one hour.

• Depending on when/where your event is being held and what else is on in the Parliament, the route includes the Main Hall, the floor of the Debating Chamber, a Committee Room and the Garden Lobby. The tour content gives an in-depth understanding of the role and work of Scottish Parliament and you will be able to view some of the building’s unique architecture and art collection.

• Private tours, held out with the public scheduled programme can be tailored to suit your requirements and will be subject to availability. The route will take into account the fact that Holyrood is a working building.

• Please tell us if any of the event guests have access requirements so that we can facilitate their participation in the tour.

• Please note that we need at least **7 working days** advance notice to be able to arrange event tours, but again, this is subject to availability and cannot be guaranteed.

**Wi-Fi**

• A Wi-Fi network is available across the Parliament campus and available during events. Coverage can be found in all committee rooms, the Garden Lobby, the Members’ Room and the Main Hall. Wi-fi will not be available in the Debating Chamber. Any wireless enabled laptop can detect and connect to this network titled SP-GUEST-WIFI and note that no password is required. Once connected, access to the internet will be established.