



The Scottish Parliament
Pàrlamaid na h-Alba



EVENTS AND EXHIBITIONS
EVENTS GUIDE

Contents

| | |
|--|----|
| Accessibility | 1 |
| Access to Event Venue | 1 |
| Arrival of Guests | 2 |
| Assistance Dogs | 2 |
| Audiovisual Equipment | 2 |
| Cancellations | 3 |
| Complaints | 3 |
| Costs for Events | 3 |
| Delivery and Removal of Equipment | 4 |
| Equalities Statement | 5 |
| Equalities Act 2010 | 5 |
| Events Catering | 6 |
| Filming/Photography | 6 |
| Fundraising | 6 |
| Gaelic at Your Event | 7 |
| Guest Information Document | 7 |
| Guest List | 7 |
| Health and Safety | 7 |
| Induction Loops | 7 |
| Interpreters | 8 |
| Invitations | 8 |
| Invoices | 8 |
| Launches | 9 |
| Lobbying | 9 |
| Mobility Aids | 9 |
| Music and Performance at Events | 10 |
| Name Badges | 10 |
| Parking | 10 |
| Photocall | 10 |
| Registration | 11 |
| Room Layout | 11 |
| Security | 11 |
| Site Visits | 11 |
| Smoking | 11 |
| Social Media | 11 |
| Sponsorship | 12 |
| Stall Events | 12 |
| Toilet Facilities | 12 |
| Wi-Fi | 12 |

Accessibility

The Scottish Parliament is fully committed to being open and accessible to all. This commitment recognises that the building will be visited by people with a variety of different requirements for example people with hearing loss, visual impairment, mobility access needs or those on the autistic spectrum.

Accessibility Provisions

- An Easy Read 'Visiting the Scottish Parliament' leaflet provides details of the provisions in place for visitors. This leaflet also describes the Security measures in place at the building. Further details of the provisions in place can also be found on the [Accessibility information for visitors](#) webpages.
- The Scottish Parliament is a fully wheel-chair accessible building. There are hearing loops available at key points throughout the building including the reception desks, café and shop.
- We can also support access needs in a variety of different ways, for example through a free wheelchair and pushchair loan service for visitors; assisting with language interpretation, communication support and the availability of quiet spaces.
- Should any guests require personal assistance, this service can be provided through an external organisation. This will need to be requested in advance and there will be a cost.

The Scottish Parliament is consistently working to improve the accessibility for all visitors and values all feedback received. Please discuss any accessibility requirements with the Events and Exhibitions Team.

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.

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 15 minutes after the start time}'.
- Guests who are attending events in the Garden Lobby and Members' Room will leave via the Canongate; all other guests will depart via the Main Hall exit 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 guide and assistance dogs. We have bowls for water and will make them available at the event. It will help if you can let us know if these will be needed before the event.

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, plasma screen and PC, flip charts, lectern and display boards.
- The plasma screen and PC are Microsoft Office 2010 compatible. All the plasma screens have speakers and are enabled for sound.
- Please also see the section on Wi-Fi.

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.
- We reserve the right to remove from view any branding material not deemed appropriate

Cancellations

- Please refer to your events contract for cancellation deadlines. A contract will be sent out after your planning meeting.

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 which should be returned to the Events and Exhibitions Team within 5 days of receipt.

Costs for Events

- You may not solicit donations from guests, either in advance, during or after your event to cover the costs of the event.
- You may not in any way charge an entry fee or ticket price for your event.

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

Notice required: on the day

Minor amendments are classified as:

- Slight changes to room layout.

Delivery and Removal of Equipment

- All deliveries must be discussed and agreed with your Events Officer 14 days prior to your event. Once approved please complete the [Events Delivery and Instruction Form](#) in full.
- Arrangements can be made to deliver equipment to the Service Yard via the vehicle entrance on Holyrood Road. You will be required to remove your vehicle and park it elsewhere after the delivery. There is no on-site parking at the Scottish Parliament
- All deliveries will be subject to a search before being moved through the building and all electrical items must show evidence of being PAT tested.

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.
- 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 further general information on the Equality Act please see: www.equalityhumanrights.com/en/equality-act/equality-act-2010

Events Catering

- 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 and must be provided as samples only or for religious reasons.
- External catering is also permitted at your event upon the request of dietary requirements relating to religion and if the Parliament's catering team can't provide.
- 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.

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.
- 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.

Public Photography

- Any photos that are taken by visitors/guests are for personal use only; they should not be published or used for commercial purposes.

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 Document

- The [Guest Information Document](#) contains details of how to get to the Scottish Parliament, transport and nearby 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.

Guest List

- You will provide your Events Officer with the guest list on the Thursday of the week prior to your event using the [Event Guest Template](#).
- Your final guest list must be submitted by 5.00pm the day before your event.

Health and Safety

- Ensuring the safety and comfort of all visitors is essential. Health and Safety procedures cannot be compromised 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 your Events Officer 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.

Induction Loops

- Induction loop systems are available in several locations throughout the Scottish Parliament including the Debating Chamber, Committee Rooms, meeting rooms, public cafe and the Visitor Information Desk.
- Induction loops can also be hired in where not currently available; the Garden Lobby and the Members' Room.
- Infra-red systems are available in the Debating Chamber and Committee Rooms. An infra-red system can be used by anyone requiring assistance with hearing, who does not have a hearing aid.
- In order to use the induction loop or infra-red system in the Committee Rooms, microphones around the table must be used; other audio systems, such as videos or presentations playing from a plasma screen, will not be included.

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 need language interpretation – including British Sign Language (BSL) – or other communication support to make your event accessible for your guests, we can provide you with details of our contractors, enabling you to contact them direct about your requirements. Please discuss this with your Events Officer.

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.'
- All Members will be invited to your event via your sponsoring MSP. Please do not invite Members direct. This invite must be shared with your Events Officer.

Invoices

- To ensure that you are invoiced correctly, details must be provided in advance of your event within the [Finance and Bulletin Form](#). Please also consider if a purchase order or other finance reference is required on the final invoice.
- This form has two sections and requires your address and any financial tracking / reference number required for the 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 your Events Officer in advance.
- Paying by card over the telephone is available and can be taken by your Events Officer.
- 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.
- No organisation can hold an event if there is an outstanding debt from a previous event

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

- The Lobbying (Scotland) Act 2016 has been in force since 12 March 2018. 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 MSPs, members of the Scottish Government, the Permanent Secretary or Special Advisers, 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 or call 0131 348 5408.

Mobility Aids

- The Parliament has a number of wheelchairs and pushchairs which can be loaned to visitors. These should be booked in advance by speaking to your Events Officer.
- Unfortunately the Parliament cannot provide assistance around the building for wheelchair users. We are unable to provide this because of the safety risk to the visitor and our member of staff. 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 and agreed 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.

Name Badges

- The Scottish Parliament's Visitor Services Team will issue names badges for Garden Lobby events only. These must be supplied to your Events Officer in alphabetical order by surname 72 hours in advance of your event.
- You are welcome to issue your own name badges to your guests if your event is in any other venue.
- As a courtesy to your event guests, we ask you to rack the badges as opposed to laying out on the table. Your Events Officer can provide badge racks.

Parking

- There is no public parking at the Parliament.
- Information about off-site parking is contained within the [Guest Information Document](#).
- 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 advanced. Blue badge holders can also park on single yellow lines and these are available near to the Parliament building.

Personal Emergency Evacuation Plans (PEEPs)

- Where you have been notified in advance by your event guest(s) 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(s).

Photocall

- Photocalls in the Scottish Parliament are considered under the same criteria and guidelines as a Member sponsored Event and Exhibition. Once a completed [Event Request Form](#) is received and agreed The Events and Exhibitions Team will make contact and progress.
- Photocall slots are available in the Garden Lobby on a Wednesday lunchtime before Chamber business and on a Thursday after First Minister's Questions

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 event guest lanyard 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

Security

- Security procedures will be in place and all Event Organisers, hosts and guests are expected to comply with security procedures at all times. Event guest lanyards must be worn at all times
- As a security requirement, all event guests will be issued with an Event Guest lanyard by the Parliament.

Site Visits

- As part of the planning process, and once your event has been approved, you will be offered an event planning meeting. This will provide you with an opportunity to meet with your Events Officer and view the event venue if available.

Smoking

- There is no smoking or vaping 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
 - Twitter:** @VisitScotParl
 - Instagram:** @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, MSPs, 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. If you propose to use commercial sponsorship you should inform the Events and Exhibitions Team as soon as possible so they can discuss this 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.

Toilet Facilities

- The Scottish Parliament has two Changing Places toilets. These are located in the Main Hall, next to the shop and in the Garden Lobby. Changing Places toilets include a changing bench and hoist.
- Accessible toilets are located throughout the building.

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.
- Connect to SP-GUEST-WIFI and note that no password is required.

