***Hiring of Parliament Hall Protocol – Events***

# Parliament Hall

This protocol applies to persons or groups wishing to hire Parliament Hall for a function, reception or event. Applicants should:

* In the first instance send any requests to administrationunit@scotcourts.gov.uk. The team will liaise with all relevant units to confirm viability before agreement is sought from the Lord President.
* Include as much information as possible regarding the event, including date, duration, purpose, guest numbers, catering requirements, etc.

Permission will not be granted if the event:

* Has any political bias,
* Threatens the safety or fabric of the building or its users or
* Is likely to bring the Supreme Courts into disrepute due to any acts of impropriety by the hirer or their guests.

The decision of the Lord President, whether or not to grant permission to use the building and its facilities, is final.

If permission is granted there is a fee chargeable (currently £380). Fees may be reduced (to £60) if the event is by or for a registered charity or other non-profit making purpose. Payment must be made prior to the date of the event.

Use of the Hall by other members of the Justice Community, e.g. the Faculty of Advocates, Law Society of Scotland, W.S. or S.S.C etc. is free of charge.

The hirer must provide a copy of a certificate of Public Liability Insurance covering the building for no less than £5,000,000. Any other requirements e.g. catering, seating etc. are extra and payable by the Hirer.

A Hire Agreement will be issued by the Supreme Courts to cover this type of event.

 Please note:

* There are only 2 sockets for power in the Hall.
* If additional security is required there will be an additional charge.
* There are no kitchen facilities available.
* Parliament House is an operational building so requests which will interfere with the running of Court business are likely to be rejected.
* The maximum capacity of the Hall is 500 standing and 250 seated.
* Final details of the event should be provided at least 2 weeks before the event. This should include the names of any contractors being used.

# Court Rooms

Requests to hire Courtrooms within Parliament House or the High Court of Justiciary, Lawnmarket for training by others members of the Justice Community can be made by contacting the Administration Unit, Supreme Courts, Parliament House.

These facilities are provided free of charge.

Requests from schools or other institutions to hold Mock / Moot Courts are chargeable but the Lord President may waive the fee. These events will normally only be permitted out-of-hours or at week-ends, not during Court times.

# Filming Requests

Requests from Production Companies wishing to film within Court properties should be made, in the first instance, to the Media and Communications Department, Scottish Courts and Tribunals Service, Parliament House, 11 Parliament Square, Edinburgh, EH1 1RQ. judicialcomms@scotcourts.gov.uk

General information regarding filming can be found on the Media Enquiries Guide on the SCTS Website.