

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, write requesting permission from the Lord President for the use of the facility.
- Requests should 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,
- In any way threatens the safety or fabric of the building or its users or
- If, in any way, a hiring may be considered as 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. Fees may be reduced if the event is by or for a registered charity or other non-profit making purpose.

The hirer also has to 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.

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 Karen Glen, Building Manager, Supreme Courts, Parliament House.

Training events out-with working hours will be charged and a Hire Agreement for this will be issued by the SCTS Estates Department.

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.

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