



The Scottish Parliament
Pàrlamaid na h-Alba

INFORMATION FOR GUESTS ATTENDING EVENTS AT THE SCOTTISH PARLIAMENT

If you require this information in an alternative format please contact the organiser of your event.

Before the Event

Code of behaviour for public events

You should ensure that you read this Code carefully as your confirmation that you will participate in an event constitutes your acceptance of this Code.

All attendees at events at the Scottish Parliament are expected to:

- Enter and leave the building quietly
- Switch off mobile phones, pagers and other electronic devices
- Obey instructions given by parliamentary officials
- Not leave baggage and personal items unattended
- Wear delegate badges at all times whenever supplied
- Conduct themselves with consideration for the safety and comfort of other guests
- Eat, drink or smoke in designated areas only
- Act responsibly in a manner that is respectful to others with courtesy, dignity and positive regard.

On arrival

Please arrive via the Public Entrance unless your letter or invitation specifically mentions using one of our other entrances. The Public Entrance is accessed via Horse Wynd.

Invitation/ confirmation letter/ticket

Please retain your invitation/confirmation letter/ticket and bring it with you to the event as these will form part of the security procedures and you will be asked for them on arrival.

Access arrangements for disabled people

In order to make your visit to the Parliament as enjoyable an experience as possible, please inform the events organiser of any arrangement which can be made to enable full access to the event. It would be extremely helpful if you do this in advance of the event to enable the necessary arrangements to be put in place. Advance notice may be required if, for example, you require use of the induction loop, infra red system, information in an alternative format or the seating/room layout has to be rearranged.

Queues at the entrance

If your event is on during the day, there may be a queue of people waiting to get into the building. Please follow any signage for event attendees or make your way to the top of the queue and let staff know that you are here for an event. Please remember though that the queue may just be other delegates for your event.

Security

Security procedures will be in place for all persons entering the building. This includes an airport style check.

During the Event

Evacuation of the building

Evacuation procedures will be outlined at the beginning of every event. Should it be necessary to evacuate the building, Security personnel and Events staff will provide instructions and assistance.

Evacuation for people who require assistance

If you will require additional assistance in the event of an evacuation please contact the Events Team prior to your attendance:

Events and Exhibitions Team

Tel: 0131 348 6933

Email: Events.Coordinator@scottish.parliament.uk

Photography

Parliamentary photographer

Photographs may be taken during the event by the parliamentary photographer. These images may be used by the Scottish Parliament in future publications and publicity materials; in publications by the Scottish Parliamentary Corporate Body and on the official website of the Scottish Parliament.

Public photography

Restrictions apply. For further advice please speak to Visitor Services staff on arrival.

Crèche

The public crèche at Holyrood is the only facility of its kind in Europe and is considered by the Scottish Parliamentary Corporate Body to be an important part of creating an open and accessible Parliament.

The crèche provides care for children aged 0-5 years, and can take up to 10 children at any one time. The crèche is open for business from 08:00 to 18:00hrs on weekdays. Visits are limited to four hours to cover for the normal length of committee sittings or plenary debates. The crèche can also be used between 08:00 and 18:00hrs by people attending events.

Admission is either by pre-booking, for parents attending Parliamentary business, or on a drop in basis for other visitors. Please contact the crèche directly if you require childcare whilst attending an event at the Scottish Parliament.

Contact: Hazel Fortune or Letitia Simpson

Telephone: 0131 348 6192

Mailbox: kidcare@scottish.parliament.uk

Travelling to the Parliament

Train

Edinburgh Waverly is the closest station to Holyrood. It is approximately a 15 minute walk to the Parliament. Taxis are available at the station.

For enquiries contact national rail enquiries

Tel: 08457 484950

Calls via Typetalk welcome

Website: www.nationalrail.co.uk

Bus

The Scottish Parliament is serviced by Lothian Regional Transport bus nos. 35 and 36.

For timetable enquiries contact:

Lothian Regional Transport

27 Hanover Street

Edinburgh

(open Mon-Sat 08:30-18:00hrs)

Tel: 0131 - 555 6363 (Calls via Typetalk welcome)

Traveline Scotland

Provides information on bus and train travel from within Scotland

Telephone: 0871 200 22 33

Calls via Typetalk welcome

Website: www.travelinescotland.com

How to find us

The new Scottish Parliament building is located in the Holyrood area of central Edinburgh at the foot of the Royal Mile near to the Palace of Holyroodhouse.

A map showing our location:



Parking

Car Parking

There is no public parking available at the Scottish Parliament building at Holyrood. The following public car parking facilities are available nearby:

- Our Dynamic Earth (Holyrood Road – Turn right at traffic lights just before reaching Our Dynamic Earth)
- NCP – St John's Road (off Holyrood Road)

Coach parking

Coach parking is available at Regent Road.

Coaches may drop off or pick up in the turning circle outside Our Dynamic Earth. This area is for drop off/pick up only and waiting is limited to 15 minutes.

Accessible parking for disabled people

There are 6 accessible parking spaces for disabled visitors on Horse Wynd directly opposite the public entrance to the building.