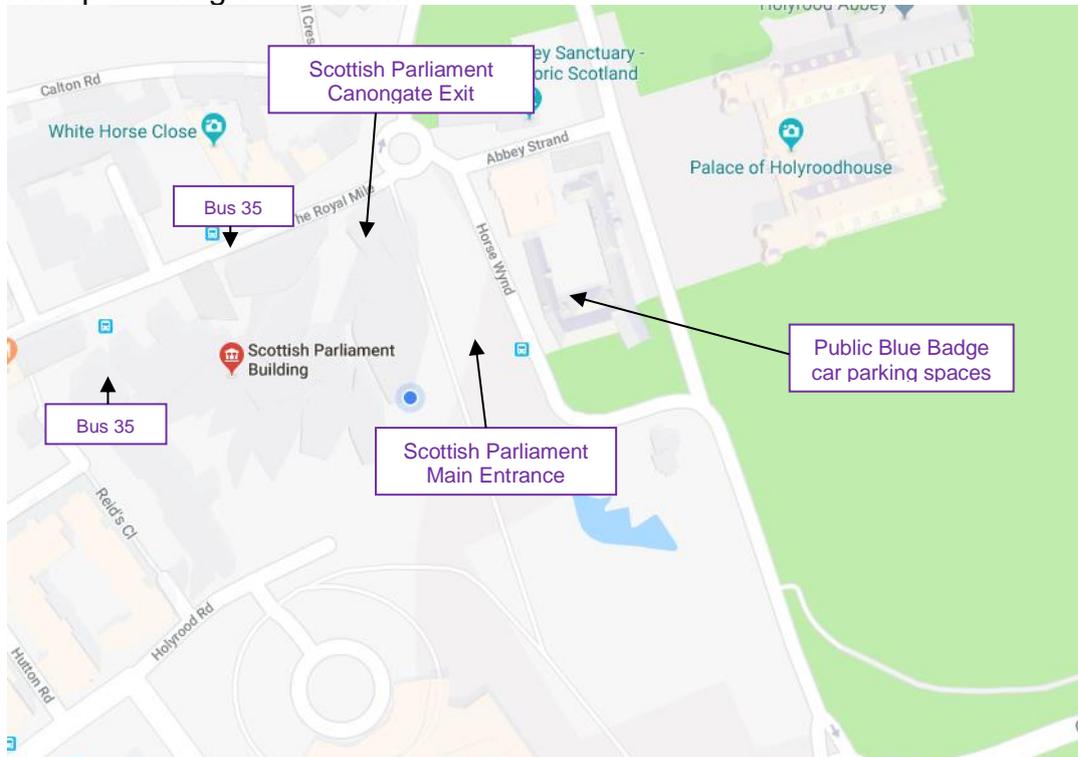


# Information for guests attending events at the Scottish Parliament

## How to find us

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

A map showing our location:



## Test and Protect

All guests to the Scottish Parliament are encouraged to download Check In Scotland app [using this link](#). All guests attending an event are reminded not to travel if displaying COVID-19 symptoms or are awaiting the result of a PCR test. We'd also strongly encourage everyone to take a lateral flow test within 24 hours leading up to an event and to arrange a PCR test if the lateral flow result is positive. We will be applying 1-metre physical distancing for all events.

## Travelling to the Parliament

### Train

The Parliament building is a 15-minute walk from Edinburgh Waverley train station. You can find information about train services to and from Edinburgh from National Rail or Scotrail.

Website: [www.nationalrail.co.uk](http://www.nationalrail.co.uk)  
Tel: 03457 48 49 50

Website: [www.scotrail.co.uk](http://www.scotrail.co.uk)  
Tel: 0344 811 0141

### Bus

Visitors should use the Lothian Bus service number 35. For timetable enquiries, contact Lothian Buses: [www.lothianbuses.com](http://www.lothianbuses.com) / Tel: 0131 555 6363.

## Traveline Scotland

Details of all public transport within Scotland are available from Traveline Scotland: [www.travelinescotland.com](http://www.travelinescotland.com) / Tel: 0871 200 22 33.

## Car parking

There is no public parking available at the Parliament. The nearest car parks are St John's Hill or next to Waverley Station, via New Street.

There are six public parking spaces for disabled people on Horse Wynd. These parking bays are for visitors to the Holyrood area in general and are for blue badge holders. You cannot book these spaces in advance. Blue badge holders can also park on single yellow lines. These are available near to the Parliament building.

## Cycle racks

There are cycle racks next to the Holyrood Lodge house building on Horse Wynd.

## Coach parking

Coaches may drop off or pick up in the turning circle outside Our Dynamic Earth. Waiting time in this area is 15 minutes. Coach parking is available at Regent Road.

## Access arrangements

Please let your event organiser know if you have any access requirements. It would be helpful if you did this before the event so we can put the necessary arrangements in place for you.

## On arrival

Please arrive at the Scottish Parliament's Public Entrance on Horse Wynd.

## Face Coverings

Face coverings must be worn – unless exempt – when moving around Holyrood and guests may choose to continue to wear face coverings when seated. When eating or drinking, face coverings can be removed.

## Security

Queueing to enter the building may take slightly longer than usual. The Security Team will process all visitors in a safe and controlled environment. This means there will be a limited number of people allowed into the Public Entrance at any one time.

Security procedures are in place for everyone entering the building. This includes an airport-style check upon arrival. Events staff will be with you at all times when moving around the building.

## Registration

Please register for your event at the Visitor Information desk in the Main Hall. You will receive an event lanyard for security reasons. Please place your lanyard in the large lanyard bins when leaving the Parliament. All lanyards are set aside for 72 hours before being used again.

To help with Test and Protect obligations, QR codes are positioned in the Main Hall and outside the event venue. You are asked to use the QR codes to "check-in" where possible.

Visitor Services staff will collect any Test and Protect information if you cannot use the QR code.

## Ventilation

Windows will be opened in all event venues, where possible, to offer additional ventilation. Please wear suitable clothing as we move into the colder months.

## Events Catering

Catering at your event will be served as safely as possible. Service staff will always remain at 1-metre distance where possible. Catering items will be served in individual boxes and refreshments will be pre-poured on service tables for guests to collect.

## Photography

Please note that the parliament photographer may take photographs during the event. These images may be used by the Scottish Parliamentary Corporate Body in future publications and on the official website.

## Wi-Fi and Social Media

Free Wi-Fi is available throughout the Parliament using 'SP-Guest WiFi'. You do not need a password. Please also connect to our Facebook page:

[www.facebook.com/scottishparliament](http://www.facebook.com/scottishparliament), Twitter account '@ScotParl' and YouTube [www.youtube.com/user/ScottishParl](http://www.youtube.com/user/ScottishParl)

## Evacuating the building

If we need to evacuate the building, security and event staff will provide instructions. If you need help evacuating the building in a fire, for example if you are unable to use the stairs, please contact the Events and Exhibitions Team before the event: [eventsandexhibitions@parliament.scot](mailto:eventsandexhibitions@parliament.scot) / Tel: 0131 348 6933.

## Lobbying

In 2016, the Scottish Parliament passed the Lobbying (Scotland) Act, which is designed to bring about greater openness and transparency about the face-to-face lobbying of MSPs, Ministers and certain Government officials. Under the act, face-to-face oral communication with any of the following people, when discussing Scottish Government or parliamentary functions, may count as "regulated lobbying":

- a member of the Scottish Parliament (MSP);
- a member of the Scottish Government (Cabinet Secretaries and Scottish Law Officers);
- a junior Scottish Minister;
- a Scottish Government Special Adviser; or
- the Scottish Government's Permanent Secretary (aside from Special Advisers, the only civil servant covered by regulated lobbying within the Act)

Unless certain exemptions apply, such lobbying will require to be recorded by the you, the event guest, (not the MSP or official) in the publicly accessible Lobbying Register. This register is maintained by the Scottish Parliament and found online at [www.lobbying.scot](http://www.lobbying.scot).