

To Let

Festival Venue 2027

Hardstanding at Festival Square

Closing date for submissions – Tuesday 1st September 2026



Description

Festival Square is offered for use during the Edinburgh Festivals period 2027 for the staging of a show, performance, or other such activity that may be considered suitable for the site during this time. The Council reserves the right to extend the agreement with the successful candidate year-on-year, up to and including the Festivals period 2029.

Weight limit and site protections

The site has a weight loading specification.* Applicants must demonstrate that weight loading limits will be adhered to throughout the duration of their occupation. The Council reserves the right to carry out independent assessments to ensure the integrity of the space. Applicants must detail how the hardstanding and any existing structures, street furniture, and trees will be protected from their activities. If public cycle racks are to be obstructed, the applicant must supply appropriate alternate provision within their submission. The proposal should also detail how the site will be cleansed at the end of the occupation.

Shared Use

A small section of Festival Square may be occupied by temporary works to facilitate redevelopment at Capital House. Applicants will be required to work collaboratively with this contractor as well as permanent neighbouring stakeholders during the period of occupation.

Period/trading hours

A maximum period of 28 days is offered, inclusive of any set up or derigging works. Operational hours permitted will depend on the type of activity and anticipated noise levels.

Traffic Management

A small public loading bay is located on Lothian Road to the east of Festival Square. The successful applicant is permitted to use this bay ad hoc for the loading and unloading of goods for periods of up to 20 minutes at a time. Where the loading bay will not meet their requirements or use by surrounding businesses will be significantly curtailed, the applicant must park elsewhere and deliver goods to the site by foot. Vehicles may be permitted on Festival Square where essential, subject to the applicant obtaining permission from the Roads team to mount the pavement and cross the footway. The successful applicant will be asked to produce a Method Statement and Traffic Management plan.

Utilities

There are some electrical points on site.* The successful applicant will be required to install temporary meters to accurately record their power usage, which will be charged for at the end of the period. No water supply is offered by the Council.

Statutory Compliance

The successful applicant will obtain, whether requested or not, any permits or consents required in connection with the staging of their event or use of this site.

Event Safety

The successful applicant must demonstrate the ability to undertake any event-related activity safely, and is required to engage with the Council's Public Safety team with regard to staging of the event. An Event Planning Operations Group (EPOG) may be convened to scrutinise arrangements to ensure that the event is safe and well managed.

Licence fee

Offers over £20,000 for the period are invited, and will be payable in advance.

Fees

In addition to the Licence fee, a surveyor's fee of £750 (ex. VAT) will be payable prior to occupation.

Offers Guidance

Applicants should submit their offer in the form of an event proposal, and should include:

- Completed Public Spaces event application form*
- Licence fee offer
- Preferred dates and Operating hours
- Example daily schedule
- Preferred site plan, layout plan, massing diagram(s) of structure(s), and images of proposed branding
- Noise management plan
- Estimated volume of vehicular traffic
- Site protection plan, including how weight loading will be assessed
- Previous experience of the applicant, including any health and safety credentials
- Equalities assessment*
- Assessment of how activity will affect surrounding occupiers, and proposal on how they will be engaged and any issues managed

Noting interest

Interested parties should contact Frances Maddicott by email at frances.maddicott@edinburgh.gov.uk to note interest or for further information.

Details for Submitting Offers

1. Notes of interest should be registered with the Council's Surveyor using the contact details above in order that any relevant information can be communicated to them through the marketing process.
2. All offers must be received by 12 noon on the closing date. The Council will not accept late offers under any circumstances.
3. Offers must be submitted by email to offers@edinburgh.gov.uk. The subject line of the email should read 'Closing Date Offer – Festival Square 2027' to ensure it is recorded formally. No emails will be read until the closing date has passed.
4. An email acknowledgement will be issued on receipt of the offer. You are responsible for confirming the offer has been safely received, and we recommend doing so a minimum of 24 hours prior to the closing date.
5. Hand delivered offers and offers by post will **not** be accepted.
6. The Council does not bind itself to accept the highest or any offer.
7. Prior to submitting an offer, you are strongly recommended to take appropriate professional advice.
8. The successful bidder will require to provide sufficient proof of identity within a reasonable timeframe prior to entering into any legal agreement in order to comply with money laundering regulations.

You can get this document on tape, in Braille, large print and various computer formats if you ask us. Please contact ITS on 0131 242 8181 and quote the property address. ITS can also give information on community language translations.

*details available upon request



These particulars do not form part of any contract and none of the statements contained in them regarding the property is to be relied on as a statement or representation of fact. Any intending purchasers must satisfy themselves, by inspection or otherwise, as to the correctness of each of the statements contained in these particulars. In accordance with the terms of the Requirements of Writing (Scotland) Act 1995, these particulars are neither intended to create nor to be relied upon as creating any contractual relationship or commitment. Any contract shall only be entered into by way of an exchange of missives between respective solicitors.