WEDDINGS/FUNCTIONS ENQUIRY FORM

This is the first stage in the FLS event planning process, enabling us to check our calendar for possible clashes with existing events or operations.

All sections are mandatory (if not relevant to your function, mark as n/a).

If you won’t have the information till later, tell us. Permission won’t be given until all information has been provided.) If your enquiry is received too late (see [planning timelines](https://forestryandland.gov.scot/business-and-services/permissions-and-permits#events)), we may have to ask you to resubmit it with a different date.

1. About your wedding/function

**a. About your wedding/function (as much information as possible)::**

Click or tap here to enter text.

**b. Preferred date and time (clearly state details of setup & breakdown, as well as the actual event):**

Click or tap here to enter text.

**c. Estimated number of people involved, per day.**

Click or tap here to enter text.

**d. Preferred location:**

**Location details**: A map of Scotland’s national forests and land is found [here](http://www.forestryandland.gov.scot/scotlands-national-forests-and-land)  (you may wish to check your location, then screenshot it and mark it up to send with your application). Please include a **detailed map** with the area clearly marked on it, in the image box below or attached to your email to the [relevant regional office](http://www.forestryandland.gov.scot/contact).

 Click or tap here to enter text.



2. About your wedding/function – in detail

**a. Green initiatives/carbon reduction: provide information on any specific measures you have in place:**

Click or tap here to enter text.

**b. Are you using our car park? Estimate how many spaces you’ll use/if you’ll use the whole car park:**

Click or tap here to enter text.

**c. Will you need to bring in/erect any infrastructure/equipment (e.g. marquees, portaloos, food trucks, inflatables, gazebos)?**As much detail as possible: dates, locations, dimensions etc.

Click or tap here to enter text.

**d. Provide details of any music (including licensing), sound, light, heat-emitting equipment:**

Click or tap here to enter text.

**e. Provide evidence of/plans for relevant insurances (yours/suppliers’):**

Click or tap here to enter text.

**f. Will you need vehicle access beyond car parks or gates, pre/post/during your event?**Provide details: dates, times, locations, dimensions/weight of vehicles (if not a car):

Click or tap here to enter text.

**g. Will you require exclusive access to your chosen location?** [**Section 11 exclusion information here**](https://www.gov.scot/publications/land-reform-scotland-act-2003-modification-order-2013-guidance-local/pages/3/)

Click or tap here to enter text.

**h. Will filming or photography be taking place at your event?**If so, please follow the [filming guidance on our website](https://forestryandland.gov.scot/business-and-services/permissions-and-permits#filmphoto) and, if necessary, use the wedding filming request form below.

3. About you

Contact name/s: Click or tap here to enter text.

Company name: Click or tap here to enter text.

Telephone number: Click or tap here to enter text.

Email address: Click or tap here to enter text.

Address & postcode: Click or tap here to enter text.

Type of organisation: Click or tap here to enter text.

GDPR Statement

This form will not be shared with anyone outwith the assessment and management of this wedding request and will be stored only as long as it is required for this purpose. Here is [FLS' privacy notice.](https://forestryandland.gov.scot/privacy)

**4. Abridged filming request form (professional wedding/function filming & photography)**

a. Details

**Photographer name**  Click or tap here to enter text.

**Company** (if applicable) Click or tap here to enter text.

**Equipment details** (including props) Click or tap here to enter text.

**No. of crew** Click or tap here to enter text.

b. Insurance & Risk Details

**Public Liability Insurance held** (select relevant option) Choose an item.

**Risk Assessment** Are you providing a site-specific risk assessment now or later in the application process? Choose an item.

c. Drones (Unmanned Aerial Vehicles), if their use is planned

* Proof of £5 million Public Liability Insurance for operator & flight date Choose an item.
* What will you be using your drone for (details)?

Click or tap here to enter text.

This form is only valid when submitted along with the FLS Wedding/function Enquiry Form.

For all other filming enquiries, use this [Filming Request Form](https://forestryandland.gov.scot/publications/168-web-filming-request-form/download)