

Museums and Galleries
Culture Service
Place
City of Edinburgh Council
City Chambers,
High Street,
Edinburgh,
EH1 1YJ

Date: 06 October 2021

SUBJECT: PERMIT FOR EARLY YEARS FOREST KINDERGARTEN USE OF LAURISTON HOUSE

Please accept this letter as a permit, affording Early Years Forest Kindergarten shared access and use of the ground floor of the house at Lauriston Castle, from 18 August 2021, on the main terms and conditions which have been attached to the end of this letter.

Early Years Forest Kindergarten request the use of Lauriston House for the purpose of staff welfare, operational requirements and shelter for staff and children under inclement weather conditions. Use of Lauriston House is required through Edinburgh school term time only (mid-August to end of June, excluding mid-term holidays in October, February and April), and will be accommodated during the set times that the Grounds are open to the public. This varies according to the season. In 2021, summer opening times were 8am – 8pm April 1 to September 15, and winter opening times were 8am – 5pm September 16 to March 31.

Edinburgh school term dates and holidays can be found at: [Term dates – The City of Edinburgh Council](#).

Please sign to confirm your acceptance of the purpose of use and to the other terms and conditions stated in this letter.

Museums and Galleries

Signature:



Name:

Gillian Findlay

Date:

06.10.21

Early Years Forest Kindergarten

Signature:



Lynn Paterson

Name:

Date:

07.10.2021

Lauriston House – Terms and Conditions of Use

Property Addresses:	House at Lauriston Castle Lauriston Castle, 2 Cramond Road South, Edinburgh EH4 6AD
Landlord:	Museums & Galleries Culture Service Place City of Edinburgh Council City Chambers, High Street, Edinburgh, EH1 1YJ Contact: Gillian Findlay Email: [REDACTED] [REDACTED]
Tenant:	Communities & Families (Early Years Forest Kindergarten) Waverley Court 4 East Market Street Edinburgh EH8 8BG Contact: [REDACTED] [REDACTED] Tel:
Type of Agreement:	Shared Facilities/Occupancy Agreement
The Subjects:	House at Lauriston Castle as outlined in the attached plan. Early Years Forest Kindergarten require access and use of the kitchen, utility room, bathroom and study spaces on the ground floor only.
Duration of Agreement:	The agreement shall be for the period from 18 August 2021 to 01 July 2022 and then reviewed.
Break Options or Renewal Rights:	Both the Landlord and the Tenant shall be entitled, [REDACTED] [REDACTED]
Date of Entry:	18 August 2021.
Repair & Maintenance Obligations:	The tenant will ensure the area is kept clean of necessary waste generated by the occupation, and will work with the landlord on resolving any, as yet, unforeseen issues relating to site use pressures. The Tenant will arrange and cover costs of regular cleaning of the Subject spaces.
Permitted Use:	The Tenant shall use the Subjects for the purpose of staff welfare, operational requirements (such as hot water, drying space etc.) and shelter for staff and children under inclement weather conditions through Edinburgh School term time only and will be accommodated during the set times that the Grounds are open to the public. This varies according to the season. In 2021, summer opening times were 8am – 8pm April 1 to September 15, and winter opening times were 8am – 5pm September 16 to March 31. between the hours of 7:30am-5:30pm Monday-Friday for staff and between the hours of 8:15am-3:45pm Monday to Thursday for children. Edinburgh school term dates and holidays can be found at: Term dates – The City of Edinburgh Council
Landlord's Works (Including Timing):	N/A
Tenant's Works (Including Timing):	N/A
Insurance:	Tenant's responsibility to have appropriate insurance in place for occupying the subject property.
Costs:	The Tenant will cover any additional costs which may arise in connection with Forest Kindergarten's occupation of the Subjects and will work with the Landlord to agree any changes to fittings, furnishings or building fabric in advance of any change being agreed.

Lauriston House

