



Event Registration Form

Lincolnshire Heritage Open Days 10th-19th September 2021

2021 Theme: *“Voices of Lincolnshire: Stories Unheard”*

Please read the accompanying guidance notes to help you complete this form. Once complete, please return this form to **Heritage Lincolnshire** as soon as possible (see end of form).

Event Details

1. **Event Title**

2. **How does your event meet the Heritage Open Days requirements?**

Opening a site/part of a site not usually open to the public Entry fee waived Special event

3. **Event Location (Address):**

Event Postcode:

If your event is difficult to find please give brief directions:

4. **Event description for the brochure:** Please give a short, dynamic description of your property/event highlighting the things that will intrigue the reader and persuade them to attend. (Maximum of 40 Words)

Event description for the website (Optional): There is no word limit on entries for the online resources, however we recommend sticking to around 100 words for brevity. If you would like us to use a more detailed description for online resources, please let write it below, otherwise we will use the one above. Optional - Recommended less than 100 Words)

5. **Event Day/s & Time/s:** Please tick all applicable and give the start and end time. E.g. 10.00 – 16:00

Day		Time	Day		Time
Friday 10 th September	<input type="checkbox"/>		Wednesday 15 th September	<input type="checkbox"/>	
Saturday 11 th September	<input type="checkbox"/>		Thursday 16 th September	<input type="checkbox"/>	
Sunday 12 th September	<input type="checkbox"/>		Friday 17 th September	<input type="checkbox"/>	
Monday 13 th September	<input type="checkbox"/>		Saturday 18 th September	<input type="checkbox"/>	
Tuesday 14 th September	<input type="checkbox"/>		Sunday 19 th September	<input type="checkbox"/>	

6. If there are set times/durations for tours, talks or performances within your event, please tell us below:

7. Are visitor numbers limited? Yes No If yes, how many?
8. Does your event require booking? Yes No If yes, please provide booking details:
Contact/Organisation Name: Email/Telephone Details:

Additional Access and Property Information

9. Details of your event and/or property. Please tick all applicable:

- | | | | | | |
|-------------------|--------------------------|---------------------------------|--------------------------|-------------------------|--------------------------|
| Online Only Event | <input type="checkbox"/> | Dog Friendly | <input type="checkbox"/> | Full Disabled Access | <input type="checkbox"/> |
| Family Activities | <input type="checkbox"/> | Meets the HODs Theme | <input type="checkbox"/> | Partial Disabled Access | <input type="checkbox"/> |
| Refreshments | <input type="checkbox"/> | Requires Outdoor Clothing | <input type="checkbox"/> | Disabled Parking | <input type="checkbox"/> |
| Car Parking | <input type="checkbox"/> | Site/Event Open Outside of HODs | <input type="checkbox"/> | Disabled Toilet | <input type="checkbox"/> |
| Toilets Available | <input type="checkbox"/> | | | | |

10. Are there any special requirements for your event? E.g. access via ladder only, uneven floors etc

Insurance and COVID Information

11. Would you like to be registered to receive the free National Heritage Open Days public liability insurance?

You must confirm that you will complete a risk assessment for your event. You must also consider COVID-19 in this assessment and send a copy to us for forwarding to the National Heritage Open Days Team. A summary of the insurance policy and risk assessment template will be provided to you in advance of the event.

- Yes** – I would like to be registered for the free insurance and I confirm that I will undertake a risk assessment for the event and forward this to Heritage Lincolnshire before the event takes place **No** – Our organisation has its own insurance or is not eligible

If you have your own public liability insurance please submit the name, address and the policy number of your insurer. Leave blank if you have ticked **Yes** above.

Insurer: Address: Policy No.:

Event Organiser Details

12. Contact Name: 13. Postal Address:
(For Organiser Pack)Daytime Telephone: Email:

14. Name and contact details of guest speaker/guide/walk leader if you want this to be printed in the brochure:

Name: Telephone: Email:

15. Name, daytime telephone number and e-mail of press contact if different from No. 12 & 13

Name: Telephone: Email:

Social Media Details

16. If you are going to publicise your event on social media, please provide your details.

This information will not be publicised in the brochure but will be uploaded to your event listing on the website, and we will link to your pages via the Heritage Open Days social media accounts.

Facebook: Twitter: Instagram: Website: Other:

HOD Brochure Details and Other Services**17. Please tick the box below if you would like to be kept updated on plans for the brochure.**

Due to the pandemic, we do not yet know the full plans regarding distribution of the brochure. Later in the year we hope to send out an order form for organisations that would like a copy/ies of the brochure.

Yes, I would like to be kept updated No, please don't contact me with details of the brochure

Extra Services (Optional - only complete if you wish to pay the £25 donation to the festival)**18. If you are interested in the following services, please check the relevant box(es) below.**

Heritage Lincolnshire offer additional services to help with the organisation of your event. We ask you to make a small donation of £25 which goes towards the ongoing costs of the festival. Services include:

- Heritage Lincolnshire will handle event bookings for you if your event requires booking
- Heritage Lincolnshire will arrange for ordered brochures to be sent directly to your door
- Heritage Lincolnshire will set up an Eventbrite page for your event to help you manage bookings. This will then be yours to use for future events

Yes, I would like to commission these extra services and agree to make a £25 donation.

Yes, my event requires booking and I would like Heritage Lincolnshire to handle the bookings.

Yes, I would like Heritage Lincolnshire to set up an online booking facility for me.

Please include a cheque made payable to Heritage Lincolnshire, or alternatively make a donation at <https://www.heritagelincs.org/heritage-open-days-donations> with the reference [***your organisation/name* – HODS2021**]

Photographs and Digital Images**19. A picture says a thousand words and can really make your event stand out online and in the brochure. If possible, please send us at least one good quality digital image which we can use to promote your event. Be aware of copyright restrictions, and only use images you, or your organisation, has the right to use. Please also let us know if the photographer needs to be credited when the image is used.**

- Yes, I confirm that I have attached an image for my event which I have permission to share. Heritage Lincolnshire are permitted to share it for the purpose of promoting my event and the wider festival
- I cannot provide an image at this moment, but will do so before 30th April 2021
- I cannot provide an image to promote my event

When completed, please email this form to:

hod@heritagelincs.org

Or you can post it to:

Heritage Lincolnshire, The Old School, Cameron Street, Heckington, NG34 9RW

If you have any queries, please email the above address. You can also call on 01529 461 499, however please be aware that we are not currently in the office and will arrange a call back.

The deadline for inclusion in the booklet is:

2nd April 2021

**Thank you for all your hard work and your contribution to
Lincolnshire Heritage Open Days**