Event Registration Form
Lincolnshire Heritage Open Days 6th-15th September 2024

2024 Theme: “Routes, Networks, Connections”

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. Have you ever registered this site with us before? Yes ☐ No ☐
2. Is your event online or in person? Online ☐ In-Person ☐
3. Event Title

4. 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 ☐

5. 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)

6. Is your event suitable for, or aimed at families? Yes ☐ No ☐
7. Event Location (Address):

   Event Postcode:

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

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

<table>
<thead>
<tr>
<th>Day</th>
<th>Times</th>
<th>Day</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday 6th September</td>
<td>☐</td>
<td>Wednesday 11th September</td>
<td>☐</td>
</tr>
<tr>
<td>Saturday 7th September</td>
<td>☐</td>
<td>Thursday 12th September</td>
<td>☐</td>
</tr>
<tr>
<td>Sunday 8th September</td>
<td>☐</td>
<td>Friday 13th September</td>
<td>☐</td>
</tr>
<tr>
<td>Monday 9th September</td>
<td>☐</td>
<td>Saturday 14th September</td>
<td>☐</td>
</tr>
<tr>
<td>Tuesday 10th September</td>
<td>☐</td>
<td>Sunday 15th September</td>
<td>☐</td>
</tr>
</tbody>
</table>
9. If there are set times/durations for tours, talks or performances within your event, please tell us below:

10. Are visitor numbers limited? Yes ☐ No ☐ If yes, how many? 

11. Does your event require booking? Yes ☐ No ☐ If yes, please provide booking details:

Contact/Organisation Name: __________________________ Email/Telephone Details: __________________________

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

Additional Access and Property Information

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

<table>
<thead>
<tr>
<th>Access Information</th>
<th>Other Information</th>
<th>Special Features</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Disabled Access ☐</td>
<td>Refreshments ☐</td>
<td>HODs is the only time you can visit or see this event ☐</td>
</tr>
<tr>
<td>Partial Disabled Access ☐</td>
<td>Car Parking ☐</td>
<td></td>
</tr>
<tr>
<td>Disabled Parking ☐</td>
<td>Toilets Available ☐</td>
<td>Is the site owned or managed by a trust or special organisation? ☐</td>
</tr>
<tr>
<td>Disabled Toilet ☐</td>
<td>Baby Changing ☐</td>
<td></td>
</tr>
<tr>
<td>Hearing Loop ☐</td>
<td>Dog Friendly ☐</td>
<td></td>
</tr>
<tr>
<td>Assistance Dogs Welcome ☐</td>
<td>Meets the HODs Theme ☐</td>
<td></td>
</tr>
<tr>
<td>Pushchair Friendly ☐</td>
<td>Requires Outdoor Clothing ☐</td>
<td>If yes, what organisation? ☐</td>
</tr>
</tbody>
</table>

Event Organiser Details

14. Contact Name: __________________________

15. Contact Details: Address: __________________________

(For Organiser Pack)

Daytime Telephone: __________________________ Email: __________________________

Please confirm that you are happy for your email to be added to our organiser database and to the information mailing list. The purpose of this mailing list is to keep you updated on the festival, and your personal email will not be shared outside of Heritage Lincolnshire.

I confirm that I am happy for my email to be added to the HOD’s mailing list for the purposes outlined above. ☐ I do not want my email to be added to the mailing list, and understand that Heritage Lincolnshire will be unable to contact me with updates about the festival. ☐

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

Name: __________________________ Telephone: __________________________ Email: __________________________

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

Name: __________________________ Telephone: __________________________ Email: __________________________

Social Media Details

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

Facebook: __________________________ Twitter: __________________________
Insurance and COVID Information

19. 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. Please also note that the free insurance does not cover weapons, musical instruments, transport, and other hazardous hands-on activities. 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.:  

Extra Services (Optional - only complete if you wish to pay the £25 donation to the festival)

20. 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

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

Please include a cheque made payable to Heritage Lincolnshire, or alternatively make a donation at https://www.heritagelincolnshire.org/heritage-open-days-donations with the reference:

["your organisation/name* – HODS2023]

Photographs and Digital Images

21. A picture says a thousand words and can really make your event stand out online and in the brochure. I possible, please send us at least one good quality digital image which we can use to promote your event. You can also send your logo if you have one.

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 have attached an image for my event which I have permission to share. Heritage Lincolnshire are permitted to share it to promote my event and the wider festival

I cannot provide an image at this moment, but will do so before 31st March 2024

I cannot provide an image to promote my event

When completed, please email this form to: hod@heritagelincolnshire.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.

The deadline for inclusion in the booklet is:

31st March 2024
Thank you for all your hard work and your contribution to Lincolnshire Heritage Open Days

Please return by 31st March 2024