

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

Day		Times	Day		Times
Friday 6 th September	<input type="checkbox"/>		Wednesday 11 th September	<input type="checkbox"/>	
Saturday 7 th September	<input type="checkbox"/>		Thursday 12 th September	<input type="checkbox"/>	
Sunday 8 th September	<input type="checkbox"/>		Friday 13 th September	<input type="checkbox"/>	
Monday 9 th September	<input type="checkbox"/>		Saturday 14 th September	<input type="checkbox"/>	
Tuesday 10 th September	<input type="checkbox"/>		Sunday 15 th September	<input type="checkbox"/>	

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:

Access Information	Other Information	Special Features
Full Disabled Access <input type="checkbox"/>	Refreshments <input type="checkbox"/>	HODs is the only time you can visit or see this event <input type="checkbox"/>
Partial Disabled Access <input type="checkbox"/>	Car Parking <input type="checkbox"/>	Is the site owned or managed by a trust or special organisation? Yes <input type="checkbox"/> No <input type="checkbox"/>
Disabled Parking <input type="checkbox"/>	Toilets Available <input type="checkbox"/>	
Disabled Toilet <input type="checkbox"/>	Baby Changing <input type="checkbox"/>	If yes, what organisation? <input type="text"/>
Hearing Loop <input type="checkbox"/>	Dog Friendly <input type="checkbox"/>	
Assistance Dogs Welcome <input type="checkbox"/>	Meets the HODs Theme <input type="checkbox"/>	
Pushchair Friendly <input type="checkbox"/>	Requires Outdoor Clothing <input type="checkbox"/>	

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:

Instagram: Website: **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.heritagelincs.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. If 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	<input type="checkbox"/>
I cannot provide an image at this moment, but will do so before 31st March 2024	<input type="checkbox"/>
I cannot provide an image to promote my event	<input type="checkbox"/>

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**.

The deadline for inclusion in the booklet is:

31st March 2024

HERITAGE LINCOLNSHIRE



**Please return by
31st March 2024**

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