#

# Event Registration Form

# Lincolnshire Heritage Open Days 2018

# Thursday 6th to Sunday 9th AND Thursday 13th to Sunday 16th September

**Theme: Picturing the Past**

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**

 …………………………………………………………………………………………………………………...

 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.

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**5. Event Day/s**

Week 1, 6-9 September Thursday **** Friday **** Saturday **** Sunday ****

Week 2, 13-16 September Thursday **** Friday ** **Saturday **** Sunday ****

**6. Event Start and End Times**

 ………………………………………………………………………………………………………………..

**7. Duration of any tours, talks or performances within your event**

 ……………………………………………………………………………………………………....

**8. Are visitor numbers limited?** Yes **** No ****If yes, how many………………………….............

**9. Does your event require booking?** Yes **** No ****

 If yes, please give a contact name and daytime telephone number or email address for bookings.

 ………………………………………….. ………………………………….………………………….

**Please turn over**

**Additional Access and Property Information**

**10. Details of your event and/or property.**  Please tick all the boxes that apply:

|  |  |
| --- | --- |
| Special activities provided for children | **** |
| Refreshments available | **** |
| On-site parking available | **** |
| On-site toilet facilities available | **** |
| The event is dog-friendly | **** |

**11. What level of wheelchair access is available at the property/event?**

Full **** Partial **** Disabled parking provided **** Disabled toilet facilities available ****

**12. Are there any special requirements for your event?** E.g. wellies required or access via ladder only

 ……………………………………………………………………………………………………………………..

**13. Tick here to be registered to receive the free national Heritage Open Days insurance and confirm that you will complete a risk assessment for your event.** A summary of the insurance policy and risk assessment template will be provided to you in advance of the event. ****

 **If you do not want the free insurance or your event is not eligible (see guidance notes) please submit the name, address and the policy number of your insurer**

 Insurer …………………………Address of insurer…..………………………………Policy No….……..

Event Organiser Details

**14. Contact name**:.………………………………………………………………………………………………...

**15. Contact address**: if different to event address

 …………………………………….………………………………………………………………………………

 Daytime telephone:………………………….. E-mail:………………………………………………

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

 …………………………………………………………………………………………………….......

###### 17. Telephone number and e-mail of guest speaker/guide/walk leader if different from No. 14

 Telephone:……………………………………….E-mail:……………………………………………….

**18. Name, daytime telephone number and e-mail of press contact if different from above**

 Name: …………………………Telephone:……………………..E-mail:………………………………

**19. How many HOD brochures would you like for your event?**..............................................................

Extra Services (only complete if you wish to pay the £25 fee)

20. Tick here if you would like Heritage Lincolnshire to handle bookings for you? 

21. How many brochures would you like us to deliver to your door?.................................................

**When completed, please return this form to**: Heritage Lincolnshire, The Old School, Cameron Street, Heckington, NG34 9RW or e-mail it to hod@heritagelincolnshire.org or for enquiries call01529 461499. If possible please also send digital photos that can be used to promote your event in the brochure and online.

**The deadline for inclusion in the booklet is 30th March 2018**

##### Thank you for all your hard work and your contribution to

# Lincolnshire Heritage Open Days