#

# Event Registration Form

**Lincolnshire Heritage Open Days 13th-22nd September 2019**

**Theme: *“Lincolnshire Learning, Wisdom and Folklore”***

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.

|  |
| --- |
| (Maximum of 40 Words) |

**5. Event Day/s** Please tick all applicable.

|  |  |
| --- | --- |
| Friday 13th September |[ ]  Wednesday 18th September |[ ]
| Saturday 14th September |[ ]  Thursday 19th September |[ ]
| Sunday 15th September |[ ]  Friday 20th September |[ ]
| Monday 16th September |[ ]  Saturday 21st September |[ ]
| Tuesday 17th September |[ ]  Sunday 22nd September |[ ]

**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 booking………………………………..……………………………………………..

**Additional Access and Property Information**

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

|  |
| --- |
| Special activities provided for children |[ ]
| Refreshments available |[ ]
| On-site parking available |[ ]
| On-site toilet facilities available |[ ]
| The event is dog-friendly |[ ]
| Meets the Lincolnshire Heritage Open Days theme |[ ]
| Requires suitable outdoor clothing/footwear |[ ]
| Can the site/event be visited other than during the Heritage Open Days Festival? |[ ]

**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. access via ladder only, uneven floors etc.

 …………………………………………………………………………………………

**13. Tick here to be registered and receive the free National Trust public liability insurance.** A summary of the insurance policy and risk assessment template will be provided to you in advance of the event.[ ]

 **If you have your own public liability 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 No. 14**

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

Social Media Details

**19. 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.*

HOD Brochure Details and Other Services

**20. Are you willing to be a distribution point for local event organisers to collect their HOD brochures from? *(Please see guidance notes for details of what this involves)*.** Yes [ ]  No [ ]  **if Yes how many?** ...........

**21. Are you willing to distribute HOD brochures in your area,** Yes [ ]  No [ ]  **if Yes how many?** ............

**22. HOD brochures to be picked up from a distribution centre, how many do you require?**............................

Images

**23.** I confirm that I/Our Organisation has the right to use and share this photo(s) for the purpose of marketing our site/event, and that Heritage Lincolnshire may use the photo for this purpose, and to promote the Lincolnshire Heritage Open Days festival. Yes [ ]

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

24. I agree to pay the £25 fee [ ]

*This is a range of additional services which Heritage Lincolnshire can provide to help with the organisation of your event.*

I would like Heritage Lincolnshire to handle my bookings [ ]

I would like brochures delivered directly to my door [ ]

Number of brochures required? …………….

**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 28th February 2019**

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

# Lincolnshire Heritage Open Days