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# 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](mailto: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