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| Event Registration Form**Lincolnshire Heritage Open Days 8th-17th September 2023** |
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| **2023 Theme: *“Creativity Unwrapped”*** |
| 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). |
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| **Event Details** |
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| **1.** | **Have you ever registered this site with us before?** | Yes |[ ]  No |[ ]
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| **2.** | **Is your event online or in person?** | Online |[ ]  In-Person |[ ]
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| **3.** | **Event Title** |  |
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| **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 |[ ]
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| **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) |
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|  | **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) |
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| **6.** | **Is your event suitable for, or aimed at families?** | Yes |[ ]  No |[ ]
| **7.** | **Event Location (Address):** |  |
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|  | **Event Postcode:** |  |
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|  | If your event is difficult to find, please give brief directions: |  |
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| **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 8th September |[ ]   | Wednesday 13th September |[ ]   |
|  | Saturday 9th September |[ ]   | Thursday 14th September |[ ]   |
|  | Sunday 10th September |[ ]   | Friday 15th September |[ ]   |
|  | Monday 11th September |[ ]   | Saturday 16th September |[ ]   |
|  | Tuesday 12th September |[ ]   | Sunday 17th September |[ ]   |
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| **9.** | If there are set times/durations for tours, talks or performances within your event, please tell us below: |
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| **10.** | **Are visitor numbers limited?** | Yes |[ ]  No |[ ]  *If yes, how many?* |  |
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| **11.** | **Does your event require booking?** | Yes |[ ]  No |[ ]  *If yes, please provide booking details:* |
|  | Contact/Organisation Name: |  | Email/Telephone Details: |  |
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| **12.** | **Are there any special requirements for your event?** E.g. access via ladder only, uneven floors etc |
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| **Additional Access and Property Information** |
| **13.** | **Details of your event and/or property. Please tick all applicable:** |
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|  | **Access Information** | **Other Information** | **Special Features** |
|  | Full Disabled Access |[ ]  Refreshments |[ ]  HODs is the only time you can visit or see this event |[ ]
|  | Partial Disabled Access |[ ]  Car Parking |[ ]   |  |
|  | Disabled Parking |[ ]  Toilets Available |[ ]   |  |
|  | Disabled Toilet |[ ]  Baby Changing |[ ]  Is the site owned or managed by a trust or special organisation? |
|  | Hearing Loop |[ ]  Dog Friendly |[ ]   |
|  | Assistance Dogs Welcome |[ ]  Meets the HODs Theme |[ ]   | Yes |[ ]  No |[ ]
|  | Pushchair Friendly |[ ]  Requires Outdoor Clothing |[ ]  If yes, what organisation? |
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| **Event Organiser Details** |
| **14.** | **Contact Name:** |  |
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| **15.** | **Contact Details:** Address:*(For Organiser Pack)* |  |
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|  | 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: |  |
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| **Social Media Details** |
| **18.** | **If you are going to publicise your event on social media, please provide your details.**  |
|  | Facebook: |  | Twitter: |  |
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|  | Instagram: |  | Website: |  |
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| **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.* |
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|  | **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 |[ ]
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|  | 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.: |  |
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| **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:* |
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|  | * Heritage Lincolnshire will handle event bookings for you if your event requires booking
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|  | * Heritage Lincolnshire will arrange for ordered brochures to be sent directly to your door
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|  | **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]*** |
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| **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.* |
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| **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 2023** |[ ]
| **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**. |
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| **The deadline for inclusion in the booklet is:** **31st March 2023** |
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| **Thank you for all your hard work and your contribution to****Lincolnshire Heritage Open Days** |