



## Event Registration Form

### Lincolnshire Heritage Open Days 11<sup>th</sup>-20<sup>th</sup> September 2020

#### Theme: "The Past and Pastimes - *The Heritage of Lincolnshire's Leisure*"

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), or by 1<sup>st</sup> March 2020 at the latest for inclusion in the brochure.

#### 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 Brochure** (Please give a dynamic description of your event – Max 30 Words):

Click or tap here to enter text.

5. **Event Description for Website** (Leave blank if you wish us to use the same text as the brochure – Max 100 Words):

Click or tap here to enter text.

6. **Event Day/s and Times for 2020 Festival:**

Date (Please tick/complete as applicable):	<input checked="" type="checkbox"/>	Start Time	End Time	Date (Please tick/complete as applicable):	<input checked="" type="checkbox"/>	Start Time	End Time
Friday 11 <sup>th</sup> September	<input type="checkbox"/>			Wednesday 16 <sup>th</sup> September	<input type="checkbox"/>		
Saturday 12 <sup>th</sup> September	<input type="checkbox"/>			Thursday 17 <sup>th</sup> September	<input type="checkbox"/>		
Sunday 13 <sup>th</sup> September	<input type="checkbox"/>			Friday 18 <sup>th</sup> September	<input type="checkbox"/>		
Monday 14 <sup>th</sup> September	<input type="checkbox"/>			Saturday 19 <sup>th</sup> September	<input type="checkbox"/>		
Tuesday 15 <sup>th</sup> September	<input type="checkbox"/>			Sunday 20 <sup>th</sup> September	<input type="checkbox"/>		

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

Date e.g. 15/9/20	Time(s) e.g. 13:00-14:00	Duration 1hr	Title (If applicable) E.g. Tour of the Bell Tower

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

9. **Does your event require booking?** Yes  No  If yes please complete below:

Booking Contact Name	Booking Email	Daytime Telephone Number

#### Additional Access and Property Information

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

Family activities	<input type="checkbox"/>	The event is dog-friendly	<input type="checkbox"/>
Refreshments available	<input type="checkbox"/>	Meets the Lincolnshire Heritage Open Days theme	<input type="checkbox"/>
On-site parking available	<input type="checkbox"/>	Requires suitable outdoor clothing/footwear	<input type="checkbox"/>
On-site toilet facilities available	<input type="checkbox"/>	Can the site/event be visited other than during the HODs Festival?	<input type="checkbox"/>

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.

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13. Tick here to be registered and receive the free National Trust public liability insurance.

Most events are covered, however there are certain activities which are not eligible. Please see the guidance notes for more information. You must have either the National Trust PLI or your own PLI to operate and event for HODs.

If you have your own public liability insurance 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: .....

Please tick to confirm if you would also like to join the main Heritage Lincolnshire mailing list to keep up to date with all that Heritage Lincolnshire and Archaeological Project Services get up to!

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

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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.

Website Address .....

Facebook Handle ..... Twitter Handle ..... Instagram Handle .....

**HOD Brochure Details and Other Services**

We provide a paid service to deliver brochures to your door. Alternatively, HOD brochures can be collected from a local distribution centre for free or may be delivered by another organisation. If you are willing to distribute brochures to your local community, please let us know and we will waive the delivery fee.

20. Please tell us your preferences and the number of brochures you require:

Number of Brochures Required to Your Door (€25 Delivery Fee)	
Number of Brochures to Collect from Distribution Centres (Free)	
Number of Extra Brochures Required to Distribute Locally (Delivery Fee Waived if over 100)	
<b>TOTAL</b>	

**Images (Please send us a good quality image to represent your event online and in the brochure)**

21. I confirm that I/Our Organisation have 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 Delivery/Admin fee)**

22. I agree to pay the €25 fee

This fee is for 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

I would like Heritage Lincolnshire to create a Facebook event page for me

When completed, please return this form to: Heritage Lincolnshire, The Old School, Cameron Street, Heckington, NG34 9RW or e-mail it to [hod@heritagelincs.org](mailto:hod@heritagelincs.org) or for enquiries call 01529 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 1st March 2020**

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