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**Liskeard Unlocked 14th – 16th September, 2018**

**Heritage Open Days**

**Registration Form**

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| **1** | **Title** - *What is the name of your site/event?*  Property / Event Name | |
| **Event Criteria**  *All events must be completely free to access, from entry to exit.*  *Please tick at least one category* | |
|  | The site is not normally open to the public |
|  | There is usually an entry charge, which has been waived for HODs |
|  | Event put on especially for HODs |
| **2** | **Tell Visitors what they can see / do**  *Quick summary – for leaflets and printable lists (max 50 words)* | |
|  | |
| **Full details**  *Give as much detail as you can, but do NOT repeat the summary text. (max 250 words* | |
|  | |
|  | Please tick if children/ family activities available |
| **Images**  *You can add up to 5 images, but just one brilliant one will do! Email images and information about them to* [*assistant@liskeard.gov.uk*](mailto:assistant@liskeard.gov.uk) *using theTitle of your event as the email subject.*  *The files need to be:*  *jpeg files between 0.5MB and 10MB* | |
|  | Please **tick** to confirm that you have read and agree with the **Terms of Use** as images can’t be used without this agreement. |
| **3** | **Location**  *Please enter the address of the property, including postcode* | |
| Postcode: | |
| Any tips or local markers that will help visitors find you  *(max 150 words)* | |
|  | |
| **4** | **Timings & Tours**  *Please use 24 hour style eg 1000 – 1600, Tour 1100 & 1400.*  *If not applicable please mark N/A* | |
| **Thursday 13th September** | |
| Opening Times / Tours: | |

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|  | **Friday 14th September** |
| Opening Times / Tours: |
| **Saturday 15th September** |
| Opening Times / Tours: |
| **Sunday 16th September** |
| Opening Times / Tours: |
| **Tours** – are numbers limited and do people need to pre-book?  Maximum amount of people per tour and approx. duration  If bookings, how do people book: |
| **5** | **Additional Information**  *How accessible is your event? Please tick* |
| |  |  |  |  | | --- | --- | --- | --- | |  | Full wheelchair access |  | Pushchair/pram friendly | |  | Partial wheelchair access |  | Hearing loop | |  | Disabled parking on site |  | Sign language interpretation | |  | Accessible toilets on site |  | Assistance dogs welcome | |
| Outline any Access Restrictions or Advice Visitors Should Note  *(max 100 words)* |

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|  | **Icons & tags**  *Highlight points and help visitors search for your event. Please tick*  **On site facilities**:   |  |  |  |  | | --- | --- | --- | --- | |  | Refreshments |  | Baby changing / breast feeding area | |  | Parking |  | Dogs welcome | |  | Toilets |  |  |   **Special features:**   |  |  |  |  | | --- | --- | --- | --- | |  | NEW site / event this year |  | LGBTQ story | |  | Bell ringing event |  | The Arts Society project | |  | Historic vehicle display |  | Ride & stride | |  | HODs is the ONLY time in the year that this site is open |  | European Year of Culture Heritage themed event | |  | RIBA – love architecture event |  | Part of European Days of Jewish Culture | |  | Extraordinary women themed event |  |  |   **Ownership / Management:**   |  |  |  |  | | --- | --- | --- | --- | |  | National Trust |  | Churches Conservation Trust | |  | English Heritage |  | National Nature Reserve | |  | Historic Houses |  | Other |   **Event Type:**   |  |  |  |  | | --- | --- | --- | --- | |  | Exhibition |  | Performance | |  | Site Opening |  | Talk | |  | Walk / Tour |  | Workshop | |  | Other / Multiple |  |  |   **Event Category:**   |  |  |  |  | | --- | --- | --- | --- | |  | Eco / green living |  | Faith | |  | Genealogy |  | Living history / re-enactment | |  | Local history |  | Outdoors and nature | |  | Performance arts |  | Sport & leisure | |  | Traditional skills |  | Visual arts | |  | Not applicable |  | Other / multiple |   **Site Category:**   |  |  |  |  | | --- | --- | --- | --- | |  | Archaeological |  | Historic building, park, garden | |  | Educational |  | Faith | |  | Outdoors & nature |  | Leisure | |  | Museum, gallery, library archive |  | Government, civic, local services | |  | Residential |  | Retail / commercial | |  | Society / members club |  | Water / maritime | |  | Theatre, cinema, arts centre |  | Not applicable | | | |
|  | **On the day contact**:  *Including name and number to be published on the directory* | | |
| Name**:**  Number: | | |
|  | **Is there a website you would like the entry to link to**? | | |
|  | | |
| **Social media handles** | | |
| Facebook:  Twitter:  Instagram:  Other (please specify): | | |
| **Who should the event be credited to?**  *Who is the organisation?* | | |
| *If you would like to add your organisation’s logo to your entry, please email it to* [*assistant@liskeard.gov.uk*](mailto:assistant@liskeard.gov.uk) *using your “Liskeard Unlocked – then the name of your organisation” as the subject* | | |
| **6** | **Do you need Heritage Open Days Insurance? Please tick yes OR no. You must tick one option.**  *The insurance summary is attached to this Registration Form.* | | |
| Yes | | The property/event requires HODs insurance cover. I confirm that the property/event complies with the HODs insurance terms & conditions. I confirm that a risk assessment has been carried out, and will be reviewed prior to the event, to identify, address and minimise the risk of accidents, fire or other damage at the property/event, and that a record of the risk assessment can be produced in the event of a claim. |
| No | | The property/event does not require HODs insurance. Own cover is in place. To ensure any claim can be dealt with in the legally required time period please provide contact details of the cover provider and be sure to have your policy number to hand. **Please complete the following**:  **Name of Insurer**:  **Address**:  **Email Address**: |
| **7** | **Extra Contacts** | | |
| **Press Contact**  *It helps to have details of someone who is happy for the media to contact them about the event. If you have an alternative contact who is happy to have their details given to the media please give the details here* | | |
| Name:  Email:  Telephone: | | |
|  | Please tick if appropriate:  Sometimes the media are interested in broadcasting from or filming at sites, are you happy for this site/ event to be offered for broadcasting / filming, possibly at short notice? | |
| **Site Contact:** | | |
| Name:  Telephone: | | |