



Liskeard Unlocked 14th – 16th September, 2018
Heritage Open Days

Registration Form

1	<p>Title - <i>What is the name of your site/event?</i> Property / Event Name</p>						
	<p>Event Criteria <i>All events must be completely free to access, from entry to exit.</i> <i>Please tick at least one category</i></p>						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="padding: 5px;">The site is not normally open to the public</td> </tr> <tr> <td></td> <td style="padding: 5px;">There is usually an entry charge, which has been waived for HODs</td> </tr> <tr> <td></td> <td style="padding: 5px;">Event put on especially for HODs</td> </tr> </table>		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
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2	<p>Tell Visitors what they can see / do <i>Quick summary – for leaflets and printable lists (max 50 words)</i></p>						
	<p>Full details <i>Give as much detail as you can, but do NOT repeat the summary text. (max 250 words)</i></p>						

Friday 14th September																	
Opening Times / Tours:																	
Saturday 15th September																	
Opening Times / Tours:																	
Sunday 16th September																	
Opening Times / Tours:																	
<p>Tours – are numbers limited and do people need to pre-book?</p> <p>Maximum amount of people per tour and approx. duration</p> <p>If bookings, how do people book:</p>																	
5	Additional Information																
	<i>How accessible is your event? Please tick</i>																
	<table border="1"> <tr> <td><input type="checkbox"/></td> <td>Full wheelchair access</td> <td><input type="checkbox"/></td> <td>Pushchair/pram friendly</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Partial wheelchair access</td> <td><input type="checkbox"/></td> <td>Hearing loop</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Disabled parking on site</td> <td><input type="checkbox"/></td> <td>Sign language interpretation</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Accessible toilets on site</td> <td><input type="checkbox"/></td> <td>Assistance dogs welcome</td> </tr> </table>	<input type="checkbox"/>	Full wheelchair access	<input type="checkbox"/>	Pushchair/pram friendly	<input type="checkbox"/>	Partial wheelchair access	<input type="checkbox"/>	Hearing loop	<input type="checkbox"/>	Disabled parking on site	<input type="checkbox"/>	Sign language interpretation	<input type="checkbox"/>	Accessible toilets on site	<input type="checkbox"/>	Assistance dogs welcome
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Outline any Access Restrictions or Advice Visitors Should Note (max 100 words)																	

Icons & tags

Highlight points and help visitors search for your event. Please tick

On site facilities:

<input type="checkbox"/>	Refreshments	<input type="checkbox"/>	Baby changing / breast feeding area
<input type="checkbox"/>	Parking	<input type="checkbox"/>	Dogs welcome
<input type="checkbox"/>	Toilets	<input type="checkbox"/>	

Special features:

<input type="checkbox"/>	NEW site / event this year	<input type="checkbox"/>	LGBTQ story
<input type="checkbox"/>	Bell ringing event	<input type="checkbox"/>	The Arts Society project
<input type="checkbox"/>	Historic vehicle display	<input type="checkbox"/>	Ride & stride
<input type="checkbox"/>	HODs is the ONLY time in the year that this site is open	<input type="checkbox"/>	European Year of Culture Heritage themed event
<input type="checkbox"/>	RIBA – love architecture event	<input type="checkbox"/>	Part of European Days of Jewish Culture
<input type="checkbox"/>	Extraordinary women themed event	<input type="checkbox"/>	

Ownership / Management:

<input type="checkbox"/>	National Trust	<input type="checkbox"/>	Churches Conservation Trust
<input type="checkbox"/>	English Heritage	<input type="checkbox"/>	National Nature Reserve
<input type="checkbox"/>	Historic Houses	<input type="checkbox"/>	Other

Event Type:

<input type="checkbox"/>	Exhibition	<input type="checkbox"/>	Performance
<input type="checkbox"/>	Site Opening	<input type="checkbox"/>	Talk
<input type="checkbox"/>	Walk / Tour	<input type="checkbox"/>	Workshop
<input type="checkbox"/>	Other / Multiple	<input type="checkbox"/>	

Event Category:

<input type="checkbox"/>	Eco / green living	<input type="checkbox"/>	Faith
<input type="checkbox"/>	Genealogy	<input type="checkbox"/>	Living history / re-enactment
<input type="checkbox"/>	Local history	<input type="checkbox"/>	Outdoors and nature
<input type="checkbox"/>	Performance arts	<input type="checkbox"/>	Sport & leisure
<input type="checkbox"/>	Traditional skills	<input type="checkbox"/>	Visual arts
<input type="checkbox"/>	Not applicable	<input type="checkbox"/>	Other / multiple

Site Category:

<input type="checkbox"/>	Archaeological	<input type="checkbox"/>	Historic building, park, garden
<input type="checkbox"/>	Educational	<input type="checkbox"/>	Faith
<input type="checkbox"/>	Outdoors & nature	<input type="checkbox"/>	Leisure

	Museum, gallery, library archive	Government, civic, local services
	Residential	Retail / commercial
	Society / members club	Water / maritime
	Theatre, cinema, arts centre	Not applicable
<p>On the day contact: <i>Including name and number to be published on the directory</i></p>		
<p>Name:</p> <p>Number:</p>		
<p>Is there a website you would like the entry to link to?</p>		
<p>Social media handles</p> <p>Facebook:</p> <p>Twitter:</p> <p>Instagram:</p> <p>Other (please specify):</p>		
<p>Who should the event be credited to? <i>Who is the organisation?</i></p>		
<p><i>If you would like to add your organisation's logo to your entry, please email it to assistant@liskeard.gov.uk using your "Liskeard Unlocked – then the name of your organisation" as the subject</i></p>		
6	<p>Do you need Heritage Open Days Insurance? Please tick yes OR no. You must tick one option. <i>The insurance summary is attached to this Registration Form.</i></p>	
Yes	<p>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.</p>	

	No	<p>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:</p> <p>Name of Insurer:</p> <p>Address:</p> <p>Email Address:</p>
7	Extra Contacts	
<p>Press Contact <i>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</i></p>		
<p>Name:</p> <p>Email:</p> <p>Telephone:</p>		
	<p>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?</p>	
Site Contact:		
<p>Name:</p> <p>Telephone:</p>		