

Registration Form 2022

Part 1: Organiser details

The HODs team will use these contact details to communicate with you throughout the cycle. If you request promotional material it will be sent to the address you provide here (and your details will be shared with the warehouse to distribute them). If you request our insurance, your details will be sent to the insurance brokers to register your event for cover.

Name	
Job title / Role	
Organisation	
Contact Address (not for publication)	
Local authority area	
Telephone	
Email	

Many organisers would like to find out who else is participating in their area to exchange ideas or publish event details in their local materials.

I'm happy to share my details with other HODs organisers who may wish to contact me or publish my event details in their local material: **Yes / No**

Organiser agreement

The "Organiser" is our main contact within your organisation and will receive our mailings, newsletters and marketing pack. They are responsible for registering the events and confirming this agreement on behalf of the organisation that they work or volunteer for (or themselves, where they are the owner or operator of the relevant attraction). The National Trust requires that each Heritage Open Days (HODs) Organiser completes and confirms a Registration Form for every year they participate in HODs.

By completing and submitting this Registration Form, you confirm that you, and any other volunteers named in the Contact Record (the "Co-organisers"), have read and accepted HODs' entry criteria and terms and conditions of participation, including the insurance requirements. You further confirm that you and any other Co-organisers wish to organise and run the event listed in the Registration Form as part of HODs 2022.

As a HODs Organiser and in return for the National Trust providing you with assistance and guidance in respect of HODs 2022 you acknowledge and confirm that:

- The details submitted are correct insofar as you are reasonably aware and if there are any changes to this information, that you will inform the HODs office immediately and publicise all changes as quickly as reasonably possible (e.g. via posters, written notice outside property, press etc).
- You and any Co-organisers are responsible for overseeing the participation of the property/event that you have listed in the form and confirm you wish to participate as part of the HODs programme.
- You will co-operate together with any local press volunteer/s or other Co-organisers in the development and use of any associated publicity and marketing materials.
- You and any Co-organisers will provide such information on request to HODs and the National Trust as is reasonably required relating to participating property/events and agree that HODs and the National Trust can receive, hold and process all such information.
- The HODs logos, branding, associated artwork and all information, materials and other property supplied by HODs (including all intellectual property, which for the avoidance of doubt includes all copyrights, trademarks, domain names and rights protecting goodwill and reputation, whether registered or un registered, and all applications for the same, anywhere in the world), remain the exclusive property of the National Trust. As a HODs Organiser you, and any Co-organisers, agree to use the HODs logo and associated artwork on a non-exclusive basis and only for the duration of your participation in the HODs 2022 programme and for any related purposes agreed by HODs and the National Trust.
- You and any Co-organisers will ensure any properties/events taking part in the HODs programme this year are provided with a copy of the insurance cover summary, and that any requisite insurance required for participating in HODs will be in place.

I confirm I have read and accept the organiser agreement: yes / no

Date:

Press contact

It helps to have the details of someone who is happy for the media to contact them about the event.

I am happy for my contact details to be given to the media: yes /no

Alternative press contact:

Part 2: Event details

What makes this a Heritage Open Days event?

All events must be completely FREE to access and at least one of these must apply, please delete as appropriate:

The site is not normally open to the public

The event is being put on especially for HODs

There is usually an entry charge, which will be waived for HODs

Title – what's the name of your site/event?

What's on offer? Tell visitors what they can see/do

Quick summary – for leaflets and printable lists: *Max 250 characters (approx 50 words)*

Full details – please do NOT repeat the summary! *Max 1500 characters (approx 250 words)*

How can people participate? (please delete as appropriate)

In-person, on site

Online

Online & In-person

If your event is online, please provide URL for visitors to attend event.

Event URL -

Where is it happening? Address/ Meeting Point (Even if your event is online, please provide general location details)

Any tips or local markers that will help visitors find you?

When is it?

Please use 24-hr-style, e.g. 1000-1600, Tour 1100 & 1400

Available Anytime

OR

Friday 9 September:

Saturday 10 September:

Sunday 11 September:

Monday 12 September:

Tuesday 13 September:

Wednesday 14 September:

Thursday 15 September:

Friday 16 September:

Saturday 17 September:

Sunday 18 September:

Are numbers limited (e.g. Max 25 per tour):

Event duration (e.g. Walk takes approx. 1 hour):

If visitors need to pre-book, how should they do this?

How accessible is the site/event? (please delete as appropriate)

Full wheelchair access	Hearing loop
Partial wheelchair access	Sign language interpretation
On-site disabled parking	Assistance dogs welcome
On-site accessible toilets	Pushchair/pram friendly

Anything else visitors should note?

COVID-19 Considerations – If you are registering an ‘in-person’ event, please provide details for visitors about how your event will be covid secure. e.g. social distancing, small groups, increased hygiene.

This event will run in line with local & national government guidelines at the time of the festival.

Do any of the following apply? (please delete as appropriate)

On-site facilities:	Owned / managed by:	
Refreshments	National Trust	Government Estate
Parking	English Heritage	Building Preservation Trust
Toilets	Historic Houses	Woodland Trust
Baby changing/ breast feeding area	Churches Conservation Trust	Friends of Friendless Churches
Dogs welcome	Natural Nature Reserve	

Special features

HODS is ONLY time of year site is open	Ride & Stride
NEW site this year	The Arts Society project
NEW event this year	LGBTQ story
Bell ringing event	Astounding Inventions event
Historic vehicle display	Unforgettable Gardens
RIBA love architecture event	New Wave event

Event type (choose one)	Event category (choose one):	Site category (choose one):
Exhibition	Eco/ Green living	Archaeological
Performance	Faith	Historic building / park / garden
Site opening	Genealogy	Educational
Talk	Living history / Re-enactment	Faith
Walk / Tour	Local history	Outdoors & nature
Workshop	Outdoors & nature	Government / Civic / Local services
Other / multiple	Performance arts	Leisure
	Sports & leisure	Museum/Gallery/Library/Archive
	Traditional skills	Other
	Visual arts	Residential
	Not applicable	Retail / Commercial
	Other / multiple	Society / Members’ club
		Theatre / Cinema / Arts centre
		Water / Maritime
		Not applicable

On the day contact (including name and number) - to be published on the directory

Is there a website or social media page you would like the event to link to?

Who should the event be credited to?

Do you need insurance? (Please read our note on Insurance and related documentation before selecting an option below)

Every event carries a risk, and ALL must complete and review risk assessments to minimise this. HODs as part of the National Trust can offer secondary cover insurance for some activities. Please read our [note on insurance](#) and related documentation before selecting one of the following options and delete / complete accordingly:

- The property/event does not require insurance cover provided by HOD's insurance policy.** Own cover is in place, with a recommended minimum £5,000,000 limit of indemnity and an indemnity to principals clause. 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.

Name of insurer:

Insurers' contact email /address:

- The property/event requires insurance cover provided by HOD's insurance policy.** 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 regularly 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.
- The property/event cannot be covered by the policy offered and does not have insurance cover.** I confirm that I understand no event is without risk and am willing to accept that. I will complete a risk assessment and review it regularly prior to the event.

Please send this form, preferably by email, to our secretary:

secretary@chesterfieldcivicsociety.org.uk

Or postally to Frank Gorman, Secretary Chesterfield & District Civic Society, c/o 70 Dukes Drive, Chesterfield, S41 8QE.