

## 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 opening of the property/event listed in the Registration Form as part of HODs 2018.

As a HODs Organiser and in return for the National Trust providing you with assistance and guidance in respect of HODs 2018 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 2018 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.