



Registration Form 2013

Welcome to Heritage Open Days!

To register your event, please complete and **SIGN** this form (on p.2), then return it to:

Heritage Open Days, 20 Grosvenor Gardens, London SW1W 0DH

All forms will be acknowledged and participation confirmed.

Registration deadlines: **1 May** To be in the directory when it launches and for full promotional support.
1 August Final deadline, entries received after this date will not be accepted.

Part I: Organiser Form (contact details and agreement - internal use only)

The HODs team will use these contact details to communicate with you throughout the cycle. All promotional material will be sent to the address you provide here.

Mr Mrs Miss Ms Other Title

Name

Job Title/Role

Organisation

Contact Address (not for publication)

Town

County

Postcode

Local Authority Area¹⁾

Telephone

Telephone (alternative)

Email

I am happy for my data to be made available to other HODs organisers.²⁾

Press Contact

Each property/event should have a press contact whose details we can pass on to journalists on request. (A media toolkit with tips on managing the media is available from the HODs team)

I am happy for my contact details to be given to the media.

If you are not available for media enquiries, please name another person in your organisation:

Name

Telephone

Email



Part I (continued): 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 signing 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, acting on behalf of the Heritage Open Days National Partnership, requires that each Heritage Open Days (HODs) Organiser completes and signs 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 Organiser Form (Registration Form: Part 1) (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 your Event Form (Registration Form: Part 2) as part of HODs 2013.

As a HODs Organiser and in return for the National Trust providing you with assistance and guidance in respect of HODs 2013 you acknowledge and confirm that:

- ▶ The details submitted in Parts 1 & 2 of the Registration Form 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 Entry Form (Registration Form: Part 2) 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 2013 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 (see attached Insurance Summary on p. 5-6), and that any requisite insurance required for participating in HODs will be in place.

Signed

Date

If you have any queries on how to fill out the registration form, please contact the HODs team on 020 7824 7180 or email info@heritageopendays.org.uk

Do you need this information in a different format?

Please call **0844 335 1884** or email **info@heritageopendays.org.uk**

Notes

- 1) This is the local authority to which you pay your council tax.
- 2) 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. If you are happy to share your contact details with other organisers, please tick this box.

Part 2: Event Form

This is your chance to tell visitors about your opening/event (the information will be published in our online event directory). Please complete one copy of this form for each participating property/event.



1. What makes this a Heritage Open Days event? (at least one of these must apply)

- 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.

2. Title - What is the name of your site / event?

3. Where is it happening? (address or meeting point details)

Town County

Postcode

Add any tips or local markers that will help visitors find you:

4. What's on offer?

Tell visitors what they can see/do:

Describe any provision for children/families, and if it is suitable for a particular age group:

5. When is it?

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

Thursday 12 September

Friday 13 September

Saturday 14 September

Sunday 15 September

Are the numbers limited? (e.g. max 25 per tour)

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

6. How accessible is the site/event?

- | | | |
|---|---|-------------------------------------|
| <input type="checkbox"/> Full wheelchair access | <input type="checkbox"/> Hearing loop | Anything else visitors should note? |
| <input type="checkbox"/> Partial wheelchair access | <input type="checkbox"/> Sign language interpretation | |
| <input type="checkbox"/> On-site disabled parking | <input type="checkbox"/> Assistance dogs welcome | |
| <input type="checkbox"/> On-site accessible toilets | <input type="checkbox"/> Pushchair/pram friendly | |

7. Do any of the following apply? (labels/icons to help visitors search for events and see what's available)

On-site Facilities

- | | | |
|--|---|---|
| <input type="checkbox"/> Refreshments | <input type="checkbox"/> Heritage Open Mic Event | <input type="checkbox"/> Owned/managed by National Trust |
| <input type="checkbox"/> Parking | <input type="checkbox"/> Eco/green living | <input type="checkbox"/> Owned/managed by English Heritage |
| <input type="checkbox"/> Toilets | <input type="checkbox"/> Disability history | <input type="checkbox"/> Historic Houses Association Member |
| <input type="checkbox"/> Baby changing/breast feeding area | <input type="checkbox"/> Historic vehicle display | <input type="checkbox"/> Churches Conservation Trust |
| | | <input type="checkbox"/> Government Estate |

Period / Style

- | | | |
|--------------------------------------|--|--|
| <input type="checkbox"/> Prehistoric | <input type="checkbox"/> Medieval | <input type="checkbox"/> 18th Century / Georgian |
| <input type="checkbox"/> Roman | <input type="checkbox"/> 15th Century | <input type="checkbox"/> 19th Century / Regency/ Victorian |
| <input type="checkbox"/> Anglo-Saxon | <input type="checkbox"/> 16th Century / Tudor | <input type="checkbox"/> 20th Century |
| | <input type="checkbox"/> 17th Century / Jacobean | <input type="checkbox"/> 21st Century |

Property / Event Type

- | | | |
|---|--|---|
| <input type="checkbox"/> Agricultural / Rural | <input type="checkbox"/> Faith | <input type="checkbox"/> Members Club / Freemasons |
| <input type="checkbox"/> Archaeological | <input type="checkbox"/> Garden/Park/Nature Reserve/Cemetery | <input type="checkbox"/> Military |
| <input type="checkbox"/> Arts / Music | <input type="checkbox"/> Health / Care service | <input type="checkbox"/> Museum / Gallery / Heritage Centre |
| <input type="checkbox"/> Castle / Manor / Stately Home | <input type="checkbox"/> Hospitality | <input type="checkbox"/> Residential |
| <input type="checkbox"/> Civic / Law / Local Services | <input type="checkbox"/> Industrial / Science / Technology | <input type="checkbox"/> Sports / Leisure |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Intercultural | <input type="checkbox"/> Theatre / Cinema / Concert Hall |
| <input type="checkbox"/> Communication / Media | <input type="checkbox"/> Library / Archive | <input type="checkbox"/> Transport |
| <input type="checkbox"/> School / College / University / Research Institute | <input type="checkbox"/> Local History / Culture / Geography | <input type="checkbox"/> Water / Maritime |

8. Is there anything else visitors should know?

The remaining information is for internal use only and will NOT be published.

9. Do you need insurance? (Please read the Insurance Summary on p.5-6 before ticking any boxes.)

We only admit entries that either comply with the HODs insurance terms or have their own insurance arrangements.

- The property/event does not require HODs insurance. Own cover is in place.
- 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.

10. Filming

- 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?

Property/Event Contact (Please fill in and sign if you are not the Organiser completing Part I.)

Name	Telephone
Please sign here to confirm that you have read the Heritage Open Days Insurance Summary.	
Signed	Date

Insurance Summary



CLASS(S):	Combined Liability Insurance
POLICYHOLDER:	The National Trust for Places of Historic Interest or National Beauty (National Trust)
INSURERS:	Aviva
POLICY NO:	23834881CHC
PERIOD:	Heritage Open Days activities are set to be run from 12 to 15 September for 2013 and cover is specifically arranged for the event up to a maximum of four weeks either side of these dates. The current policy ends on 28 June 2013 but will be renewed in time for another year.

KEY DEFINITIONS

Business Description:
/Activities

The activities of Heritage Open Days that enables a celebration of England's architecture and culture by allowing visitors free access to interesting properties that are either not usually open, or would normally charge an entrance fee and includes tours, events and activities that focus on local architecture and culture. Activities include taking part in excavations, fieldwork, excursions, meetings, site visits and other bona-fide activities of the Insured.

Definition of Employee:

- ▶ Employee shall mean an individual under a contract of service or apprentice with the Insured
- ▶ Volunteers
- ▶ Labour masters and persons supplied by them, Individuals employed by labour only sub-contractors
- ▶ Self-employed individual (not being in partnership with the Insured)
- ▶ Individual hired or borrowed by the Insured & individuals undertaking study or work experience while under supervision of the Insured

All while under the direct control and supervision of the Insured.

Additional Named Insureds:

- ▶ Registered Property Owners
- ▶ Registered Property and Estate Managers
- ▶ Registered Heritage Open Days Participants
- ▶ Registered Heritage Open Days Organisers

SECTION 1: EMPLOYERS' LIABILITY

Cover: Indemnity against legal liability to pay damages and claimant's legal costs and expenses in respect of bodily injury, death, disease or illness sustained by the Insured, (including an employee) of the Insured and arising out of and in the course of employment by the Insured in the business occurring during the period of insurance insured with the insurers written consent.

Indemnity Limits: £10,000,000 any one occurrence costs inclusive
£ 5,000,000 sub-limit applies in respect of terrorism

Territorial Limits: Great Britain, Northern Ireland, Channel Islands or the Isle of Man or whilst temporarily outside these territories

SECTION 2: PUBLIC / PRODUCTS LIABILITY

Cover:

- ▶ Indemnity against legal liability including claimant's costs and expenses for damages in respect of accident, bodily injury, mental injury, death, disease, illness, wrongful arrest or false imprisonment
- ▶ Accidental loss or damage to property
- ▶ Nuisance trespass to land or trespass to goods or interference with any easement right of air, light, water or way per the policy terms

Occurring during the period of insurance.

Indemnity Limits: Public / Products Liability: £5,000,000 any one occurrence costs inclusive

ADDITIONAL INSURANCE GUIDANCE PROVIDED BY HERITAGE OPEN DAYS

A. Exclusions and conditions

1. Hazardous activities: Any hazardous activities such as abseiling, bungee jumping, parachute jumps, bouncy castles, fairground rides, playground equipment and similar activities. Self-guided town trails or tours, which lead through public areas (i.e. people pick up a leaflet at a venue and follow, unsupervised and at their leisure, a circuit).

2. Means of transport: Bus tours, train tours (including miniature trains), boat trips and shuttle services on and between HODs sites. Bicycle rides and horse-drawn carriage rides.

3. Hands-on activities and presentations: Hazardous 'hands-on' workshops or skills demonstrations such as woodcarving, clog making, glass blowing or stone carving. Only bona-fide craftsmen should be used and it should be ensured that they have adequate insurance in place.

4. Re-enactments involving weapons and hazardous equipment: If you stage a re-enactment event (such as jousting tournaments, re-enactment battles, sieges etc.) as part of Heritage Open Days, please ensure that the re-enactment society is fully insured and confirm this to the Heritage Open Days office in writing.

5. Musical instruments: If you stage concerts, take into account that musical instruments are not insured.

6. Access issues: If you intend to allow access to towers (church towers, lighthouse etc.) or structures below ground level, the access has to be via a sturdy (e.g. spiral) staircase, ideally with a permanent handrail. Access via a freestanding ladder or staircase without a permanent handrail and obstruction to prevent a free fall is not insured under this insurance.

B. Preventing an incident is better than dealing with a claim

In order to minimise risk, we ask you to do a thorough risk assessment of your property opening, activity, event or tour, to keep a record that can be produced on request or in the event of a claim, and to implement it before and during your event. A fact sheet on how to do a risk assessment can be downloaded from the Organiser Area at www.heritageopendays.org.uk or requested from the Heritage Open Days team.

C. HODs Insurance Broker Contacts

If you have any insurance queries they should be directed to James Collins at Heritage Open Days' Insurance Broker, Bluefin, whose contact details are listed below:

James Collins
Account Broker
Direct Line: 01474 565850
Email: james.collins@bluefingroup.co.uk

Postal Address:
Bluefin Insurance Services Ltd.
Stephenson House
7-10 The Grove
Gravesend
Kent
DA12 1DU

Bluefin

Please Note: This summary gives a brief description of the cover and has been approved by the insurance broker Bluefin Insurance Services Limited. In the event of a conflict between this summary and the Aviva policy wording the policy will always take precedence. The full cover is detailed in the policy wording issued by Aviva, full conditions, terms, extensions and exclusions are listed in the policy document. Should there be any queries on cover please contact us and/or refer to the policy document, a copy of which is available on request from Bluefin.