

# Registration Form 2010

## Part I: Organiser Form



We regard our main contact as the “Organiser”. This person will be our main contact within your organisation and will receive our mailings, newsletters and marketing pack. They are responsible for registering the events and signing the agreement on p. 2. English Heritage requires that each Heritage Open Days (HODs) Organiser completes and signs a Registration Form for every year they participate in HODs.

In Part I (p. 1-2) you supply us with your contact details and confirm that you have read and agree with the HODs terms & conditions; this only needs to be filled out once. Part 2 (p. 3-4) informs us of the property/event details, which will be published in our online event directory; this should be filled out by the person in charge of the property or event.

Please write clearly in black or blue ink.

If you prefer to register online, please visit [www.heritageopendays.org.uk](http://www.heritageopendays.org.uk) and click on “Register Event”.

Registration closing dates:    | May (To be in the directory when it launches and for full promotional support.)  
  | August (Final deadline, entries received after this date will not be accepted.)

I/my organisation have/has participated before.

The article in ‘Heritage Today’ inspired me to take part.

Title: Mr  Mrs  Miss  Ms  Other

Name

Job Title/Position

Organisation

Address

Town

County  Postcode

Local Authority Area<sup>1)</sup>

Telephone Daytime

Telephone Evening

Mobile

Email

Website<sup>2)</sup>

Organiser Credit<sup>3)</sup>

### Type of Organisation

- Charity
- Cinema / Theatre
- Civic Society
- Civic Society & Local Authority
- Community / Youth Group
- Company / Commercial
- Educational Organisation
- English Heritage
- Friends Group
- Gallery / Museum
- Government Department
- History / Archaeology Society
- Library / Archive
- Local Authority
- Low Carbon Community
- Members' Club / Freemasons
- National Organisation
- National Trust
- Other
- Preservation Trust
- Private Owner / Individual
- Religious Organisation
- Sports Club / Association

**Press Contact** - Each property or event should have a press contact whose details we can pass on to journalists on request. If you are not available for media enquiries, please name another person in your organisation.

Name  Telephone Daytime   
Email



## Part I (continued) : Organiser Agreement

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 and all other information enclosed in the 2010 registration pack. You further confirm that you and any other Co-organisers wish to organise and run the opening of the properties/events listed in your Entry Form (Registration Form: Part 2) as part of HODs 2010.

As a HODs Organiser and in consideration of English Heritage providing you with assistance and guidance in respect of HODs 2010 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/events 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 English Heritage as is reasonably required relating to participating property/events and agree that HODs and English Heritage can receive, hold and process all relevant information without liability or third party consent on a non-exclusive basis.
- ▶ The HODs and English Heritage logos, branding, associated artwork and all information, materials and other property supplied by HODs and English Heritage (including all intellectual property, which for the avoidance of doubt includes inter alia all copyrights, trademarks, domain names and rights protecting goodwill and reputation, whether registered or unregistered, and all applications for the same, anywhere in the world), remain the exclusive property of English Heritage. 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 2010 programme and for any related purposes agreed by HODs and English Heritage.
- ▶ 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.
- ▶ Except in the case of death or personal injury caused by the negligence of English Heritage or its employees you, and any Co-organisers, waive any claims against English Heritage and its employees, including those arising in respect of advice or information and/or goods or services supplied.

I/we want my/our data to be made available to other HODs organisers.<sup>4)</sup>

My/our organisation welcomes new volunteers.<sup>5)</sup>

My/our organisation welcomes young volunteers. <sup>6)</sup>

Signed

Date

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Registration closing date: 1 May 2010. Late registration: 1 August 2010.

If you have any queries on how to fill out the registration form, please contact the HODs team on 0844 335 1884 or email [hods@english-heritage.org.uk](mailto:hods@english-heritage.org.uk)

Please return the completed form to: Heritage Open Days, 14-16 Cowcross Street, London, EC 1M 6DG.
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If you are a local coordinator and would prefer people to return forms to you first please add your address here.
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### Notes

The receipt of registration forms will be acknowledged and your participation confirmed.

1) This is the local authority to which you pay your council tax.

2) In the event directory, we will link from the entries you register with us to your organisation's website.

3) In the event directory, the name of your organisation will appear underneath each entry you register with us. Sometimes an organisation registers events on behalf of several groups who have joined forces to co-ordinate a local HODs programme. If this collective effort should be acknowledged in the event listings, the names of the collaborating organisations or a collective title can be entered in the organiser credit field.

4) 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.

5) Sometimes we are contacted by members of the public interested in local volunteering. If you are happy for us to forward any such contacts to you, please tick this box.

6) If you are interested in learning more about working with young people, please tick this box.

# Part 2: Entry Form



heritage open days

Please complete one copy of this form for each participating property or event.

## 1. Property/Event Address (As it will appear and be searchable in the online event directory.)

Property/Event Name	
Address (To help people find your property/event, please be as specific as you can. If you are registering a walk, please identify the meeting point. If the venue is based in a small village or rural location it might be best to give the nearest town. Please ensure that the town is in the county you name. The Town and County fields will both be searchable on the online directory. If possible give a full postcode or a grid reference. This will make your venue / tour starting point show up on the event map.)	
Town	County
Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Grid Reference <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

## 2. Property/Event Information

Description (Please give a brief description of the property/event. Point out what's special and worth exploring.)
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**Children & Families** (Family-friendly events and special children's activities will be highlighted in the directory. It is also helpful to know if sites and events are not suitable for children under a certain age.)

- This site/event is child friendly       There is a minimum child age. Please specify.....

<b>Special Activities for Children or Families</b>
Suitable for (tick as many as apply): <input type="checkbox"/> 2-5yrs <input type="checkbox"/> 6-12 yrs <input type="checkbox"/> Teenagers <input type="checkbox"/> Families

<b>Public Transport Details</b> (We would like to encourage visitors to use public transport where possible.)
<b>Directions</b> (Please provide directions to the property or meeting point of your tour, especially if it doesn't have a postcode.)

## 3. Entry Criteria

- The property is not normally open to the public.       The event is being put on especially for HODs.  
 There is usually an entry charge to the property, which will be waived for HODs.

## 4. Admission Details

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

Thursday 9 September
Friday 10 September
Saturday 11 September
Sunday 12 September

<input type="checkbox"/> Pre-booking required	Please give booking details and specify maximum visitor numbers if applicable.
<input type="checkbox"/> Visitor numbers limited	

## 5. Additional Access Information

There will be an entry charge to part of the property/event not registered with HODs in addition to the part registered. Please give details

Refreshments       On-site parking       On-site toilets       Baby changing facilities

Wheelchair Access: What level of wheelchair access is available at the property/event?

Full       Partial       On-site disabled parking       On-site disabled toilets

Please give details

## 6. Additional Property Information (These details will be searchable in the online directory.)

<input type="checkbox"/> Owned/managed by English Heritage <input type="checkbox"/> Owned/managed by National Trust <input type="checkbox"/> Historic Houses Association Member <input type="checkbox"/> Government Estate <input type="checkbox"/> Eco/green living theme	<p style="text-align: center; margin: 0;">Protection Status</p> <input type="checkbox"/> Area of Outstanding Natural Beauty <input type="checkbox"/> Site of Special Scientific Interest <input type="checkbox"/> Conservation Area <input type="checkbox"/> Building at Risk	<input type="checkbox"/> Grade I listed <input type="checkbox"/> Grade II listed <input type="checkbox"/> Grade II* listed <input type="checkbox"/> Registered Park or Garden <input type="checkbox"/> Scheduled Ancient Monument
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<p>Property / Event Type</p> <input type="checkbox"/> Agricultural / Rural <input type="checkbox"/> Archaeological <input type="checkbox"/> Arts / Music <input type="checkbox"/> Castle / Manor / Stately Home <input type="checkbox"/> Civic / Law <input type="checkbox"/> Commercial <input type="checkbox"/> Communication / Media <input type="checkbox"/> Educational <input type="checkbox"/> Faith <input type="checkbox"/> Garden/Park/Nature Reserve/Cemetery <input type="checkbox"/> Hospitality <input type="checkbox"/> Industrial / Manufacturing <input type="checkbox"/> Intercultural <input type="checkbox"/> Library / Archive <input type="checkbox"/> Local History / Culture / Geography <input type="checkbox"/> Members Club / Freemasons <input type="checkbox"/> Military <input type="checkbox"/> Museum / Gallery / Heritage Centre <input type="checkbox"/> Residential <input type="checkbox"/> Sports / Leisure <input type="checkbox"/> Theatre / Cinema / Concert Hall <input type="checkbox"/> Transport <input type="checkbox"/> Water / Maritime <input type="checkbox"/> Other	<p>Period / Style</p> <input type="checkbox"/> Prehistoric <input type="checkbox"/> Roman <input type="checkbox"/> Anglo-Saxon <input type="checkbox"/> Medieval <input type="checkbox"/> 15th Century <input type="checkbox"/> 16th Century / Tudor <input type="checkbox"/> 17th Century / Jacobean <input type="checkbox"/> 18th Century / Georgian <input type="checkbox"/> 19th Century / Regency/Victorian <input type="checkbox"/> 20th Century <input type="checkbox"/> 21st Century
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**NEW THIS YEAR!** Site/event has not participated in HODs before.

## 7. Funding Information

Inheritance tax exempt property / collection (This information will **not** be published and is for internal use only.)

Has the building/project received grant funding from any of the following organisations?

English Heritage       Heritage Lottery Fund       Architectural Heritage Fund

## 8. Insurance Information (Please read the Insurance Summary on p.5-6 before ticking any boxes.)

We admit only venues or events 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. (Please confirm below that a risk assessment will be carried out.)
- I confirm that a risk assessment will be/has been carried out to identify, address and minimise the risk of accidents, fire or other damage at the property/event, and that a record will be kept which can be produced in the event of a claim.

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

Name	Telephone
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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:** Historic Buildings and Monuments Commission ("English Heritage")  
**INSURERS:** Aviva  
**POLICY NO:** 23834881CHC  
**PERIOD:** Heritage Open Days activities are set to be run from 9 to 12 September for 2010 and cover is specifically arranged for the event up to a maximum of four weeks either side of these dates. The policy period of cover is 29 June 2010 to 28 June 2011.

## KEY DEFINITIONS

**Business Description:** /Activities The activities of Heritage Open Days of English Heritage 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. Performances:** 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. If you stage concerts, please take into account that musical instruments are not insured.

**5. 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 English Heritage insurance.

### B. Preventing an incident is better than having to deal with a claim

In order to minimise risk, we ask you to do a thorough risk assessment of the property (see attached handout on risk assessment), activity, event or tour you are planning to open or offer to the public, and keep a record that can be produced on request or in the event of a claim.

### C. HODs Insurance Broker Contacts

If you have any insurance queries they should be directed to Georgina Pilbrow at English Heritage's Insurance Broker, Bluefin, whose contact details are listed below:

**Georgina Pilbrow**  
Account Handler & Special Projects, Schemes  
Direct Line: 01474 565863  
Email: [georgina.pilbrow@bluefingroup.co.uk](mailto:georgina.pilbrow@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.