

# Doors Open Hamilton – May 1 & 2, 2010 Participant Application

Please complete this form, sign and fax or mail to the number or address provided on or before Feb. 26, 2010

**SITE NAME:** (NB: this is how it will be printed)

\_\_\_\_\_

**SITE ADDRESS:** (indicate entrance location, X streets)

\_\_\_\_\_

**SITE TELEPHONE:** (to publish) \_\_\_\_\_

**SITE WEBSITE:** \_\_\_\_\_

**ARCHITECT NAME:** \_\_\_\_\_

**YEAR BUILT:** \_\_\_\_\_

**Standard Doors Open hours are  
Saturday & Sunday from 10am to 4 pm**

Please specify alternate hours if required. If not requested, site must be open standard hours.

SAT: \_\_\_\_\_ SUN: \_\_\_\_\_

**\*\*SITE DESCRIPTION: PLEASE E-MAIL OR ATTACH A SEPARATE SHEET HIGHLIGHTING THE HISTORY & ARCHITECTURE OF YOUR SITE. THIS WILL BE USED IN PROMOTIONAL MATERIAL. (50 WORDS MAXIMUM)**

**FACILITIES INFORMATION:** (Check all that apply)

- Parking? Free \_\_ Paid \_\_
- Partial Wheelchair access
- Full Wheelchair Access
- Public Washrooms
- National Historic Site
- Designated Heritage Property
- Self guided tours
- Guided tours? Times \_\_\_\_\_
- OHT Blue & Gold Provincial Plaque
- Ontario Trust Easement
- National Historic Site Plaque

**SPECIAL EVENTS/EXHIBITS/TOURS:**

Will you have items for sale? Books, refreshments, boxed lunch etc? Details please.

\_\_\_\_\_

Will you have a special event, exhibit or display for the event? (Music? Archival material? etc.) Details please.

\_\_\_\_\_

**SITE CONTACT INFORMATION:**

Contact person: \_\_\_\_\_

Correspondence Address: (if not same as Site)

\_\_\_\_\_

TEL: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**IN YOUR ABSENCE, OR IN CASE OF EMERGENCY, DURING THE EVENT, CONTACT:**

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

Other useful information: \_\_\_\_\_

**PHOTOGRAPHS:** WE WANT TO SHOW YOUR SITE AT ITS BEST. PLEASE E-MAIL BOTH EXTERIOR & INTERIOR PHOTOS. HIGH RESOLUTION DIGITAL IMAGES PREFERRED IN EITHER .TIF OR .JPEG MINIMUM RESOLUTION OF 300 DPI. AT LEAST TWO PHOTOS PLEASE. NO WINTER SHOTS. HISTORICAL PHOTOS OK.

- Will you allow the media to photograph or videotape the interior / exterior of your site?  
Specify: \_\_\_\_\_

**SIGNAGE WILL BE PROVIDED AND MUST BE RETURNED AFTER THE EVENT.**

**EACH SITE MUST MAINTAIN A VISITOR COUNT AND COMPLETE A POST EVENT SURVEY.**

*It is the Owner's responsibility to ensure that the building is adequately insured for damage & theft. The Owner understands that the organizing committee assumes no liability for damage or theft resulting from the Doors Open Hamilton program. It is also the responsibility of the building Owner(s) to clean your building(s), to open your building(s) at the agreed times, and to provide staff to supervise.*

**I agree to be bound by this agreement to participate in Doors Open Hamilton**

Dated this \_\_\_ day of \_\_\_\_\_ 20\_\_

X \_\_\_\_\_  
Authorized signature

**Doors Open Hamilton**

c/o 77 James St. N. Suite 305, Hamilton. L8R 2K3

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