



Doors Open Hamilton 2012
Site Application
Event Dates: May 5th and 6th, 2012

Please complete and return completed Site Application by
Wednesday, February 15, 2012.

ALL sections must be completed to be considered for the 2012 event, unless otherwise noted.

Contact Information - Main Contact

This individual should be the site owner and will be communicating with the Doors Open Hamilton Organizing Committee via email. This person must ensure that all Doors Open Hamilton requirements are met for the site named within this application. If another method of communication is preferred please denote with an asterisk (*).

Contact name: _____
First name Last name

Relationship to site: _____

Address: _____

City/Town: _____ Postal Code: _____

Phone: (____) _____ Alternate phone: (____) _____

Email: _____

Contact Information - Secondary Contact

This individual must be available to communicate with the event organizer if the Main Contact is not available, or in case of emergency.

Contact Name: _____
First name Last name

Relationship to site: _____

Address: _____

City/Town: _____ Postal Code: _____

Phone: _____ Alternate phone: _____

Email: _____

Please note: Any information provided in the remaining sections may be used to promote the Doors Open Hamilton 2012 event. If you require additional space within these sections, please submit a separate electronic document with relevant details.



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Site Times

Doors Open Hamilton will take place on May 5th and 6th, 2012 from 10:00 am - 4:00 pm.

For consistency, it is strongly advised that all sites be open to the public on both Saturday and Sunday, from 10 am to 4 pm. Please specify alternate hours if required.

SAT: _____ SUN: _____

Site Characteristics

The promotional description is limited to 25 words, however, you may include more information here and it will be adapted to fit within the word count. The information you provide in the following sections will be included in the description of your site for use in all Doors Open Hamilton 2012 promotion.

Full Site Name: _____

Site Address: _____

City/Town: _____ Postal Code: _____

Nearest Intersection: _____

Web site: _____ Public Information Phone: _____

Year Built (if known): _____ Name of Architect (if known): _____

Unique/Interesting Features: _____

Historical Significance: _____

Does the site have a Provincial Historical plaque (*blue and gold*)? Yes No

If yes, provide details from the plaque (*include location of plaque*): _____



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Photographs:

We want to show your site at its best! Please provide a photo for use by Doors Open Hamilton 2012 on the website, within the guide book, and other promotional materials. Please email your exterior and interior photos to info@doorsopenhamilton.com. High resolution digital images (300 dpi minimum in jpg or tif format preferred). Winter pictures may not be accepted.

Site Activities

Briefly describe activities, events, refreshments available, items for sale, or exhibits being planned at this site for Doors Open Hamilton: _____

Are tours being provided? Yes No

If yes, are they: Guided Self-guided

If you're planning guided tours, will tours begin at specific times or in a specific location?

Please specify: _____

The provincial Doors Open theme "Defending a nation" which commemorates 2012 as the bicentennial anniversary of the War of 1812 and is intended to encourage the participation of sites connected to the defence of our province and our country.

Are any activities related to the provincial theme? Yes No

If yes, please describe: _____



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Site Services on event dates

On-site parking: Yes, we have free parking on-site for ____ vehicles
 No, but cars can park nearby at _____

Street parking: Yes, we have FREE on street parking
 Yes, we have PAID on street parking
 No, there is no nearby street parking
 Bike Rack on-site

Accessibility during event dates:

Languages available other than English: _____
 Full access washrooms Partial access washrooms
 No Washroom facilities Family Stations available
 Washroom facilities for volunteers only

Safety during event dates:

First Aid/CPR trained staff on site AED and trained staff on site
 Insurance certificate provided (*please attach as a separate document*)

Volunteers

Doors Open Hamilton requires sites to provide staff or volunteers ensure the safety of our event visitors, in addition to counting and greeting visitors. Doors Open Hamilton actively recruits volunteers to assist sites to implement the event program, providing basic training to our volunteers related to the event program and its mandate.

Sites are encouraged to send at least one representative from your site to our volunteer training event so that your site better understand the event program.

Is a representative from your site willing to attend our volunteer training event in April, 2012 or provide additional site information to volunteers assigned to your site? Yes No

Doors Open Hamilton will contact you in the spring to discuss your specific volunteer requirements.

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Social Media Content

Doors Open Hamilton will be contacting sites once a month between January 2012 and May 2012 to inquire if there are any announcements, special events, programs, special features, etc., which you would like announced on *facebook*, *twitter*, or our website.

Doors Open Hamilton currently has over 500 friends on *facebook* and over 500 followers on *twitter*. Information on both sites is commonly shared by others such as Tourism Hamilton, the media, other organizations and the general public.

Please let us know if you would like to be contacted to be featured.

Yes, I would like to be contacted

No, I would not like to be contacted

If your site is on *facebook*, *twitter* or other social media outlets, please connect with us, and provide your link(s): _____

For additional inquiries, please contact Doors Open Hamilton directly.

Doors Open Hamilton

c/o City of Hamilton, Culture Division

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