



# Doors Open Hamilton 2012

## Site Agreement of Participation

Event Dates: May 5<sup>th</sup> and 6<sup>th</sup>, 2012

**Please complete and return completed Site Agreement of Participation by**  
**Wednesday, February 15, 2012.**

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

By signing and returning this Agreement of Participation, it is agreed that \_\_\_\_\_  
(site name) will,

1. Provide adequate staff/volunteers to:

- provide information to the public (e.g., directing visitors to entrances, exits and washrooms; answer questions about the sites; directions to other Doors Open Hamilton sites; parking information; etc.)
- maintain a visitor count and complete a post event survey.
- provide interpretive materials/experiences.
- ensure the site is barrier-free wherever possible.
- ensure public safety and maintain crowd/line control.
- ensure health and safety provisions (e.g., first aid/CPR, fire exits, etc.).
- take precautions against theft/destruction of property .

2. Display "Doors Open" banners/signs provided to you by the Doors Open Hamilton.

3. Make available copies of Doors Open Ontario Guides, Doors Open Hamilton promotional materials and partner materials to visitors provided by Doors Open Hamilton.

4. Not charge admission during the event.

5. Provide feedback in a timely manner regarding the event to the Doors Open Hamilton Organizing Committee.

### **Public Liability and Property Insurance:**

It is the Owner's responsibility to ensure that the building is adequately insured for damage & theft. The Owner understands that the Doors Open Hamilton 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.

Name: \_\_\_\_\_

Relationship to Site: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Insurance Company Name: \_\_\_\_\_

Insurance Policy Number: \_\_\_\_\_

***\*Please note we are unable to accept applications for participation in the Doors Open Hamilton program without proof of insurance. Please attach a valid certificate of insurance for the site.***

The applicant hereby covenants and agrees to:

(a) waive and release any rights it may have in law against the Doors Open Hamilton Organizing Committee, its successors and assigns, with respect to:

(i) any loss, costs, damages or expenses which the applicant may sustain, suffer, incur or be liable to or for resulting or arising directly or indirectly from the use of \_\_\_\_\_  
(site name)

(ii) any errors or omissions with respect to \_\_\_\_\_ (site name) in Doors Open Hamilton publicity material.

(iii) fully indemnify and hold the Doors Open Hamilton Organizing Committee, or the City of Hamilton, its successors and assigns, completely harmless from any claims, actions, suits or demands which may be brought against the applicant arising directly or indirectly from the use of \_\_\_\_\_  
\_\_\_\_\_(site name).

I HEREBY DECLARE THAT THIS APPLICATION IS MADE ON BEHALF OF

\_\_\_\_\_  
Site Name

\_\_\_\_\_  
Main Contact Signature (site owner)

\_\_\_\_\_  
Secondary Contact signature

\_\_\_\_\_  
Date

**To be eligible for consideration as a participating site for 2012, please return this completed Agreement of Participation by Wednesday, February 15, 2012 to:**

Doors Open Hamilton  
c/o City of Hamilton, Culture Division  
77 James Street North Suite 305, Hamilton, Ontario. L8R 2K3  
www.doorsopenhamilton.ca    info@doorsopenhamilton.ca  
p) 905.540.5086                      f) 905.540.5511