

## Section 1: Site Information

Organization (known as applying organization)	Civic Address
Telephone	E-mail

Primary Contact		Secondary Contact	
Name		Name	
Telephone		Telephone	
E-mail		E-mail	
Primary Contact: Will you be present on the day of the event? (indicate either yes or no in the box)	Yes	Secondary Contact: Will you be present on the day of the event? (indicate either yes or no in the box)	Yes
	No		No

Is this your first time participating in Doors Open? (please select Yes or No) Yes No

## Section 2: Event Information

**We will participate on the following dates (please select all that apply):**

<input type="checkbox"/>	Saturday, July 22 <sup>nd</sup> , 2023 – 10 am – 4 pm
<input type="checkbox"/>	Saturday, August 26 <sup>th</sup> , 2023 – 10 am – 4 pm
<input type="checkbox"/>	Saturday, September 30 <sup>th</sup> , 2023 – 10 am – 4 pm

**We will provide the following event provision (select all that apply):**

<input type="checkbox"/>	Indoor Guided Tour	<input type="checkbox"/>	Outdoor Guided Walking Tour	<input type="checkbox"/>	Online Workshop
<input type="checkbox"/>	Indoor Self-guided Tour	<input type="checkbox"/>	Outdoor Self-Guided Walking Tour	<input type="checkbox"/>	Online Site Tour
<input type="checkbox"/>	Other on-site programming	Describe:			

**Note:** Although Doors Open is a **drop-in event**, you may wish to offer additional programming or site access that requires pre-registration or organize activities at specific times during the event. You are more than welcome to do so – but please be aware, you will be responsible for managing registration processes, etc. Please provide all relevant information within this application (add additional pages if necessary), so KAM may promote and communicate this information accordingly.

**Additional information about Event provision (tour capacity limits, start times; registration requirements; registration links, etc.):**

### Section 3: Additional Site Information

For promotional purposes, please provide a brief description of the site. Include, if available, important and interesting architectural, historical or anecdotal information of interest. (50-60 words max).

**Building Type if Known:**

Attraction		Place of worship/Spiritual		Museum		Transportation	
Commercial		Historic Landmark		Post Office		Food & Drink	
Cemetery		Library		Private Residence		Green Building	
Courthouse		Military		Theatre		Community Gathering Space	
Governance		Other (Describe)					

**Landscape Type:**

Conservation Area		Garden		Other (Describe):
Landscape or Natural Heritage		Trail		
Traditional/Sacred/Ceremonial		Other		

**Site Services Available:**

Parking		Full Wheelchair access?		Does this property have a gold and blue provincial plaque?		Other Heritage Plaques?	
Washrooms		French services available?		Is this site protected by the Ontario Heritage Trust?		Is this site a national historic site?	
Partial Wheelchair access?		On/Near Public Transit Route		Within Municipality of Kingston		Outside of Municipality of Kingston	

**Section 4: Additional Site Information:**

Name of architect (if known): \_\_\_\_\_ Year Built (if known): \_\_\_\_\_

Art Deco		Georgian		Ontario Gothic		Second Empire	
Art Moderne		Gothic Revival		Period Revival		Vernacular	
Arts and Crafts		International Italianate		Prairie		Victorian	
Brutalism		Log Structure		Queen Anne Revival		Victory Housing	
Classical		Neoclassical		Regency		Indigenous Architecture	
Revival		Octagon		Renaissance Revival		Other (Describe)	
Edwardian		Ontario Cottage		Romanesque Revival			

**Section 5: Promotional Resources:**

Are there existing professional photographic images of the site available for use in Doors Open Ontario and community marketing materials? Please select yes or no below.

<b>Yes</b>		<b>No</b>	
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If yes, please submit a maximum of two (2) high quality digital images and provide their filenames and descriptors below. Please advise how you will submit to the Doors Open Kingston organizing team (ie., shared cloud link, e-mail attachments, USB, etc).

	Filename/ Size	Descriptor (include any photo credit requirements)
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1		
2		

**Section 6: Agreement Statements (please check the box and sign below):**

The applying organization agrees that visitors will be able to access their site/activity free of charge during the Doors Open 2023 event.

The applying organization assumes all responsibility for the organizing and implementation of site provision and programming, including staff & volunteers, offered during the Doors Open 2023.

The applying organization agrees to and confirms that the site is insured and maintains full coverage for public liability and property damage.

The applying site agrees to taking count of visitors during Doors Open 2023 and to report these visitor figures to KAM following the event.

The applying organization agrees that they are responsible for implementing and overseeing all health & safety protocols and requirements for their own site, staff, volunteers, and visitors.

The applying organization absolves the Kingston & Area Association of Museums, Art Galleries and Historic Sites (KAM), its funders and sponsors of responsibility related to possible insurance claims or legal actions against the site during the Doors Open Kingston & Area 2023 event.

The applying organization absolves the Kingston & Area Association of Museums, Art Galleries and Historic Sites (KAM), its funders and sponsors for any errors or omissions in the Doors Open publicity materials.

A representative of the applying organization will collect (by appointment) from the KAM office Doors Open Signage (if available).

**By indicating registration for Doors Open Kingston & Area 2023, you have the authority to bind the organization and support Doors Open Kingston & Area 2023 by your signature below:**

Name & Position	Signature
Date	

