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

Section 1: Site Information

Is this your first time participating in Doors Open? Yes [ ]  No [ ]

|  |  |
| --- | --- |
|  |  |
| Name | Name |
| Telephone | Telephone |
| E-mail | E-mail |
| Will you be present on the day of the event? (indicateyes or no in the box) |  | Will you be present on the day of the event? (indicateyes or no in the box) |  |

Section 2: Event Information

We will participate on the following dates:

[ ]  Saturday July 20th 2024 - 10am-4pm

[ ]  Saturday August 264h, 2024 - 10am -4pm.

[ ]  Saturday September 28th, 2024 – 10am -4pm

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

|  |  |  |
| --- | --- | --- |
| Indoor Guided Tour |[ ]  Outdoor Guided Walking Tour |[ ]  Online Workshop |[ ]
| Indoor Self-guided Tour |[ ]  Outdoor Self-Guided Walking Tour |[ ]  Online Site Tour |[ ]
| Other onsite 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:

If other, describe:

|  |  |
| --- | --- |
| Conservation Area |[ ]  Garden |[ ]
| Landscape or Natural Heritage |[ ]  Trail |[ ]
| Traditional/Sacred/Ceremonial  |[ ]  Other |[ ]

Site Services Available:

|  |  |  |
| --- | --- | --- |
| Parking |[ ]  Full Wheelchair access? |[ ]  Other Heritage Plaques? |[ ]
| Washrooms |[ ]  French services available? |[ ]  Is this site protected by the Ontario Heritage Trust? |[ ]
| Partial Wheelchair access? |[ ]  Does this property have a gold and blue provincial plaque? |[ ]  Is this site a national historic site? |[ ]
| 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 indicate yes or no in the box.

 Yes [ ]  No [ ]

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 |
| **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 2024 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 2024. |
|[ ]  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 2024 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 2024 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 2024, you have the authority to bind the organization and support Doors Open Kingston & Area by your signature below:

|  |  |
| --- | --- |
| Name & Position | Signature |
| Date |

  