****

**Scottish Borders**

**Doors Open Days 2024 Application Form**

|  |  |
| --- | --- |
| **CONTACT DETAILS (Private & not included in online listing)** | |
| **Contact Name** |  |
| **Contact Address and Postcode** |  |
| **Contact email address** |  |
| **Phone** |  |
| **BUILDING / VENUE / GROUP DETAILS (Included in online listing)** | |
| **Name of Building/Venue/Group** |  |
| **Building Address  and Postcode** |  |
| **Website (link)** |  |
| **Facebook (link)** |  |
| **Twitter (link)** |  |
| **Instagram (link)** |  |
| **Provide a brief description of your building/venue/group**  Please *do not* describe your planned events /activities this will be covered later |  |
| **Have you taken part in our festival before?** | * Yes * No |
| **Promotional Images**  Please attach 1-3 images when submitting your application  *Please ensure you have the appropriate permission to use these photos and state the name of the photographer if applicable.* |  |
| **DATES & TIMES (Included in online listing)** | |
| **Opening Dates**  Please ensure this information is accurate |  |
| **Opening Times**  Please ensure this information is accurate |  |
| **IN PERSON EVENT/ ACTIVITY DETAILS (Included in online listing)** | |
| **Are you holding an in person event?** | * Yes * No |
| **Describe the in person event/activity**  Please ensure this information is accurate |  |
| **Will you be holding guided tours/walks?**  Please specify the times, locations etc |  |
| **Does an aspect of your event/activity require pre-booking?**  Please supply a booking link/contact information |  |
| **ONLINE EVENT DETAILS (Included in online listing)** | |
| **Are you hosting an online event?** | * Yes * No |
| **Describe the online event**  Please ensure this information is accurate |  |
| **Does this event require pre-booking?**  Please supply a booking link/contact information |  |
| **DIGITAL ACTIVITY DETAILS (Included in online listing)** | |
| **Are you producing a digital activity?** | * Yes * No |
| **Describe the digital activity**  Please ensure this information is accurate |  |
| **Link to activity** |  |
| **EUROPEAN HERITAGE DAYS SHARED THEME** | |
| **The 2024 shared theme is *Heritage of Routes, Networks and Connections*.**  Society is built on networks that have allowed for exchanges in trade, religious beliefs, scientific knowledge, technological innovations, and shared cultural and artistic practices. This theme is an opportunity to again travel these roads, routes and paths of history to discover what we can learn from them today. It is a chance to explore how our local heritage is connected to a wide variety of influences. You can find out more information about the shared theme on our [website.](https://www.doorsopendays.org.uk/organise/2024-theme-heritage-of-routes-networks-and-connections) | |
| **Does your event/activity/venue link to the 2024 theme?**  *\*not required to take part\** | * Yes * No |
| **If you ticked yes, please provide more information here.** |  |

|  |  |  |
| --- | --- | --- |
| **ACCESSIBILITY (Included in online listing)** | | |
| **Please indicate which of these accessibility symbols apply to your in person events by ticking the box on the far right. Please use the blank box to also include additional access information related to the accessibility symbols.** | | |
| Wheelchair accessible toilet |  |  |
| Wheelchair accessible building |  |  |
| Limited wheelchair access |  |  |
| Not an accessible building |  |  |
| Toilet Facilities |  |  |
| Refreshments |  |  |
| Events for Children |  |  |
| Parking |  |  |
| Hearing Loop |  |  |
| **Additional Access Information** | | |
| **Use this space to tell us about any additional access information at your venue.**  *E.g. the lift is currently broken, there is a quiet space available, water bottles can be filled up.* |  | |

|  |
| --- |
| **Community Guidelines** |
| * I agree to follow the Doors Open Days [Community Guidelines](https://www.doorsopendays.org.uk/organise/taking-part). |
| **Privacy Notice for Participants** |
| I have read the [Privacy Notice for Participants](https://www.doorsopendays.org.uk/organise/privacy-notice-for-participants) and agree for the above information to be used as stated in the notice. |

Doors Open Days reserve the right to edit text provided for use in promotional materials.

Please return completed application form to: *emily.sherriff@scottishcivictrust.org.uk*