



If yes, provide details from the plaque (including location of plaque):

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Photographs are required for use in Doors Open Guides and Brochures. Please forward a modern photo as well as any historical photos of your site where possible.

E-mailed photos in jpeg format are preferred, please send to [mzikovitz@richmondhill.ca](mailto:mzikovitz@richmondhill.ca) **Scanned photos must be at 300dpi.**

**Site Services**

Parking  Yes, we have parking for \_\_\_\_\_ cars

No, but cars can park nearby at \_\_\_\_\_

Wheelchair Access  Full access  
 Partial access  
 No access

Washrooms  Men  
 Women  
 Family Stations  
 Handicapped

Languages Available other than English: \_\_\_\_\_

**Doors Open Activities**

Doors Open Richmond Hill will take place on the Saturday May 12, 2012  
10:00 am - 4:00 pm. Sites are expected to be open to the public for the full duration.

Briefly describe activities, events, items for sale (including refreshments), or exhibits being planned at this site for Doors Open (if you would like examples please contact The Heritage Services Coordinator:

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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: \_\_\_\_\_

Describe the role that staff/volunteers will have for this Doors Open event. :

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## **AGREEMENT OF PARTICIPATION**

By signing and returning this application, 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 sites; parking information; etc)
  - 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, fire exits, etc)
  - take precautions against theft/destruction of property
2. Display "Doors Open" banners/signs provided to you by the Doors Open Richmond Hill.
3. Make available copies of Doors Open Ontario Guides, Doors Open Richmond Hill brochures and any other promotional materials to visitors.
4. Not charge admission during the event, Saturday May 12, 2012, from 10am to 4pm.
5. Provide feedback in a timely manner regarding the event to the Doors Open Richmond Hill Organizing Committee.

**Does your site have Public Liability and Property Damage Insurance? Yes No**

**If yes, provide Insurance Company Name:**

\_\_\_\_\_

**Policy Number:** \_\_\_\_\_

The applicant hereby covenants and agrees to:

(a) waive and release any rights it may have at law against the Doors Open Richmond Hill Organizing Committee, Town of Richmond Hill, 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 Richmond Hill publicity material.

(b) fully indemnify and hold the Doors Open Richmond Hill Organizing Committee, or the Town of Richmond Hill, 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's Signature  
Date: \_\_\_\_\_

\_\_\_\_\_  
Secondary Contact's signature  
Date: \_\_\_\_\_

**To be eligible for consideration as a participating site for 2011 or a future year, please return this completed application form by November 25<sup>th</sup>, 2011 to:**

Michelle Zikovitz  
Heritage Services Coordinator - Acting  
10100 Yonge Street,  
Richmond Hill, ON L4C 1T8  
905-737-8985 ext. 6007 Fax: 905-737- 8327  
[mzikovitz@richmondhill.ca](mailto:mzikovitz@richmondhill.ca)  
[RichmondHill.ca/doorsopen](http://RichmondHill.ca/doorsopen)