

Doors Open Belleville 2017
c/o Belleville Downtown Improvement Area
267 Front Street, Belleville, ON K8N-2Z6
613-968-2242

January, 2017

Greetings,

Your site has been suggested as a possible candidate for the **Doors Open Belleville 2017** program to be held on **Saturday, September 16, 2017**.

We would like to make you aware of this program, its advantages for the community and your site, and the requirements for participation. Also, we would invite you to complete and return the attached forms to enable us to include your site in our local event.

“**Doors Open Belleville 2017**” will be part of “**Doors Open Ontario**”, a program of the Ontario Heritage Trust, the province’s lead heritage agency. Since 2002 this program has helped to publicize the province’s heritage sites. Many municipalities (or groups of neighbouring municipalities) have participated. Some communities participate every year while others, such as Belleville, participate less frequently.

Local committees determine and promote their heritage sites and the Ontario Heritage Trust provides extensive advertising. For example, several hundred thousand attractive, illustrated brochures are distributed across Ontario and New York State. Local sites may potentially be included in two brochures: one that includes province-wide sites and is distributed widely and the other that is devoted exclusively to local properties.

Doors Open Belleville was started by five community groups:

- Heritage Belleville (on behalf of Belleville City Council)
- The Hastings County Historical Society
- The Quinte Branch of the Architectural Conservancy of Ontario
- The Belleville Downtown Improvement Area
- The Belleville and District Chamber of Commerce.

Representatives of these groups and several private citizens make up the Central Organizing Committee. It is never too late to join if you are interested in being part of that committee.

Doors Open Belleville has selected the September 16, 2017 for our next Doors Open program. The committee will be selecting at least twelve sites “of historic, architectural or cultural significance” (natural heritage sites and heritage gardens are eligible). Sites selected in the past include churches, theatres, museums, businesses, heritage dwellings (bed and breakfasts), cemeteries, etc. Admission to all participating sites is free!

Although there is no fee for site registration, donations and sponsorships are welcome. There are site responsibilities set out on the next page that should be reviewed carefully.

The following is required for sites to be considered for participation:

- An application in the form attached (page 3 and 4); and
- A formal agreement in the form attached (page 5).

You may, if you wish, return the formal agreement along with the application or, if you require more time to arrange for signature of the formal agreement, you may complete the application now and provide the signed formal agreement at a later date.

If you would like to participate in Doors Open Belleville 2017, **please return the enclosed application as soon as possible. Applications received before March 1, 2017 will be considered for inclusion in the provincial brochure.** Applications received after this date will not be included in the provincial brochure. Please send or deliver the completed application to the Belleville Downtown Improvement Area, 267 Front Street, Belleville, ON K8N-2Z6 or fax it to 613-968-5502. If you hope to participate but are unable to submit this application by March 1, please advise one of the contacts listed below.

We look forward to your participation in Doors Open Belleville 2017.

Cordially,

Stanley Jones, Chair
On behalf of the Central Organizing Committee

Site Responsibilities:

- Display banner and any other site information (provided to sites free of charge) in prominent fashion.
- Responsible for their own staffing (Volunteers / staff should be easily identifiable)
- Responsible for safety and security of their site
- Keep track of attendance for that site
- Provide access to visitor survey for visitors that may wish to fill one out.
- Keep one copy of brochure at site for visitors to consult
- Completion of evaluation form

Further information available from:

Belleville Downtown Improvement Area
Belleville & District Chamber of Commerce
Stanley Jones
Email: contact@doorsopenbelleville.ca
www.city.belleville.on.ca/doorsopen.htm

613-968-2242
613-962-4597
613-849-5931



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For a complete listing of Doors

Open Ontario events

go to:

www.doorsopenontario.on.ca



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267 Front Street, Belleville, ON K8N-2Z6

Application to Participate in Doors Open Belleville 2017

- Full name of site
- Street address of site
..... Postal Code
- Telephone number
- E-mail address
- Web site address (*if applicable*)
- Main contact person at site
 - Contact Name
 - Contact Address
 - Telephone/fax numbers
 - e-mail address
- Emergency secondary contact person
 - Name and contact data

- Hours the site will be open (normally 10 a.m. to 4 p.m) Sept. 16, 2017:

- Do you wish to have the site's picture and description considered for inclusion in the provincial Ontario Heritage Trust's pamphlet? (Application must be received before March 1, 2017) Circle your response. YES NO

- Brief description of site (maximum 50 words) for inclusion in the brochure(s) – including important and interesting architectural, historical or anecdotal information of interest to the public.
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.....
- Name of architect (if known)
- Year built (if known)
- Any special exhibits, events or activities that will take place at the site
- Preliminary plans for having your volunteers/staff assist during the event

■ Site Services available:

Service	Yes/No	Comments
Parking (do not include street parking)		
Wheelchair Access Full	
Wheelchair Access Partial	
Washrooms		
French services available		
Self-guided tours available		
Guided tours available		

- Does this property have any heritage plaque(s) or designations? If so, please specify. Plaques: _____
- Are there existing professional photographic images of the site available for use in Doors Open Ontario and community marketing materials? (Yes/No) _____

If “Yes”, include with application or send a soft copy to email below for possible use in the Doors Open literature and website. Please note that winter scenes should be avoided and that pictures will be printed in a square format.

Additional comments:

.....
 Signature of site owner, manager, or authorized agent

.....
 Date

Please return this completed Application to Participate ASAP, to the Belleville and District Chamber of Commerce at 5 Moira Street East, Belleville, K8P 2S3 or fax to the Chamber at 613-962-3911. If you hope to participate but want more information or more time, please advise one of the contacts listed below.

Further information available from:

Belleville Downtown Improvement Area 613-968-2242
Belleville & District Chamber of Commerce 613-962-4597
Stanley Jones 613-849-5931
Email: contact@doorsopenbelleville.ca



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Agreement to Participate in Doors Open Belleville 2017

I/We agree that the preceding two-page application form (together with any attachment pages noted on the application) and this signed page shall comprise our agreement to participate in Doors Open Belleville on September 16, 2017. It is understood that this document may be amended later by mutual agreement, particularly if the site description that you provide for the brochure (s) exceeds the fifty word limit. Also:

1. We hereby confirm that the site is insured for public liability and property damage.
2. We hereby agree to absolve Doors Open Belleville, its Central Organizing Committee, and members of that Committee of any responsibility related to possible insurance claims or legal actions against the site resulting from the Doors Open event.
3. We hereby absolve Doors Open Belleville, its Central Organizing Committee, and members of that Committee from responsibility for any errors or omissions in Doors Open Publicity material
4. We hereby acknowledge that we have and give permission to use any submitted picture(s) or other submitted information in any advertising or promotion without printed credits being given to the photographer or copyright owner.

.....
Signature of site owner, manager,
or authorized agent

.....
Date

Please return this completed Application/Agreement as soon as possible to the Belleville and District Chamber of Commerce

Further information available from:

***Belleville Downtown Improvement Area
Belleville & District Chamber of Commerce
Stanley Jones
Email: contact@doorsopenbelleville.ca***

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