



OPEN GARDENS SCHEME

GARDEN OWNER TERMS & CONDITIONS

Purpose of Open Gardens Scheme

To provide the opportunity for garden owners throughout North Lincolnshire to support Lindsey Lodge Hospice by generating income through the opening of private and local attraction gardens to the visiting public.

Main LLH Contacts: Community Fundraising Co-ordinator, Open Garden Co-ordinators and Supporter Groups.

Your Commitment to the Open Gardens Scheme

- Completion of garden registration form, with address and full contact details, description of garden, opening day/date, identified possible hazards, other garden attractions and additional support required.
- Registration form to be returned by date specified.
- Information supplied will be used to negotiate a timetable of open gardens for participants to maximise footfall during the scheme, if necessary.
- Information supplied on the Registration form will be used for identifying and carrying out risk assessment and agreed actions, if necessary.
- Risk assessments will be undertaken by Open Garden Co-ordinators, by arrangement with garden owner.
- Details of opening times, contact details, garden description and identified hazards will be the basis for all communications, published Open Gardens Scheme leaflet and supporting publicity material for participating owners.
- All participating gardens are covered by LLH public liability insurance, subject to the provided information on the submitted registration form.
- Garden owners must be present throughout for the visiting public, or appoint an “agent”, who’s name and contact details should be supplied.
- Garden owners are encouraged to actively engage with, and enhance the Open Garden experience for all visitors. Providing guidance and support as required in line with identified risks and additional attractions.
- Garden owners should recruit helpers from family/friends/neighbours as much as possible.
- Responsibility of garden owners to undertake local publicity through community news and meetings, also the display and distribution of supplied promotional material from LLH.
- Group/village open gardens should consider the support of an appropriately qualified First Aider for their event.
- *We will always store your personal details securely. We'll use them to communicate with you in the way(s) that you have agreed to.*

Our commitment to the Open Garden Scheme

- Ensure participating owners are familiar with services provided by LLH, and role of the fundraising team in engaging public support for the charity.
- Determine that garden owners are enthused about planning their open garden, and understand the level of support provided.
- Ensure garden owners are provided with contact details for fundraising team and staff directly involved with organising and promoting Open Gardens.
- Inform owners of other possible support, i.e. volunteers, LLH merchandise, refreshments and local entertainments (*subject to availability*) to help increase funds raised.
- Check participant registration form information to ensure accurate open garden representation in Open Gardens leaflet, individual garden publicity, press releases, website and social media postings.
- Ensure all activities comply with relevant policies and procedures of LLH.
- Undertake risk assessments, where deemed necessary, for the purpose of complying with health and safety regulations and public liability insurance.
- Determine garden owners support through regular Community Fundraising Co-ordinator and Open Garden Co-ordinator contact and information updates.
- Arrange individual garden publicity for opening, provision of LLH volunteers, LLH banners, LLH merchandise and refreshment support, as required by garden owners.
- Ensure Community Fundraising Co-ordinator, Open Garden Co-ordinator or nominated representative, will endeavour to visit garden on opening day.
- LLH fundraising team undertake the Open Gardens Scheme is publicised through distribution of leaflets to key public information points e.g. TIC's, libraries, garden centres, local outlets and gardening groups.
- A "Thank You" tea will be organised by the LLH fundraising team.
All participating garden owners will receive an invitation to attend the evening following the Open Garden Scheme closure.
- LLH fundraising team accept no responsibility for misinterpretation of information (based on owners submitted registration form) in local press releases on individual gardens.

For further information please ask to speak to Anne Millett, Community Fundraising Co-ordinator on 01724 270835 ex 211 or email: ruthtuxford@nhs.net

**Sincere thanks are extended to all garden owners for their kind support of
Lindsey Lodge Hospice**



Charity No: 702871

www.lindseylodgehospice.org.uk

