

# Individual Garden Registration

Garden Visitor's Handbook & National Garden Scheme Website 2021/22

Garden Name	<input type="text"/>	Garden Number	<input type="text"/>
Return to your County Team Member	<input type="text"/>	By	<input type="text" value="21 September 2020"/>
County	<input type="text"/>		

**Thank you for opening your garden. Please read the notes accompanying this form. Please check and update each section, ticking the boxes as required.**

## Garden Contact – please complete all items marked with \*

Salutation	<input type="text"/>	*First Name	<input type="text"/>	*Last Name	<input type="text"/>
Envelope salutation	<input type="text"/>	Letter salutation	<input type="text"/>		
*Address Line 1	<input type="text"/>	*Postcode	<input type="text"/>		
Address Line 2	<input type="text"/>	*Primary Telephone	<input type="text"/>		
Address Line 3	<input type="text"/>	Secondary Telephone	<input type="text"/>		
Town or City	<input type="text"/>	Email	<input type="text"/>		

## Garden Details for Publication

Garden owner	<input type="text"/>	Garden Location	<input type="text"/>
Garden name	<input type="text"/>	<div>*Directions to Garden (maximum 200 characters)</div> <div><input type="text"/></div>	
Address Line 2	<input type="text"/>		
Address Line 3	<input type="text"/>		
Town or City	<input type="text"/>		
*Garden Postcode	<input type="text"/>		
		Garden Website	<input type="text"/>

## Garden Description for Publication (Maximum 400 characters including spaces)

\*Description



Your garden description is posted on our website where we can also add an extended description of approximately 250 words. If you would like to submit one, please email it to [hello@ngs.org.uk](mailto:hello@ngs.org.uk).

## Specific Dates (Jan 2021 – Feb 2022). Please circle opening dates on calendar for both day and evening openings.

Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021
Mo Tu We Th Fr Sa Su	Mo Tu We Th Fr Sa Su	Mo Tu We Th Fr Sa Su	Mo Tu We Th Fr Sa Su	Mo Tu We Th Fr Sa Su
1 2 3	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4	1 2
4 5 6 7 8 9 10	8 9 10 11 12 13 14	8 9 10 11 12 13 14	5 6 7 8 9 10 11	3 4 5 6 7 8 9
11 12 13 14 15 16 17	15 16 17 18 19 20 21	15 16 17 18 19 20 21	12 13 14 15 16 17 18	10 11 12 13 14 15 16
18 19 20 21 22 23 24	22 23 24 25 26 27 28	22 23 24 25 26 27 28	19 20 21 22 23 24 25	17 18 19 20 21 22 23
25 26 27 28 29 30 31		29 30 31	26 27 28 29 30	24 25 26 27 28 29 30 31
Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021
Mo Tu We Th Fr Sa Su	Mo Tu We Th Fr Sa Su	Mo Tu We Th Fr Sa Su	Mo Tu We Th Fr Sa Su	Mo Tu We Th Fr Sa Su
1 2 3 4 5 6	1 2 3 4	1	1 2 3 4 5	1 2 3
7 8 9 10 11 12 13	5 6 7 8 9 10 11	2 3 4 5 6 7 8	6 7 8 9 10 11 12	4 5 6 7 8 9 10
14 15 16 17 18 19 20	12 13 14 15 16 17 18	9 10 11 12 13 14 15	13 14 15 16 17 18 19	11 12 13 14 15 16 17
21 22 23 24 25 26 27	19 20 21 22 23 24 25	16 17 18 19 20 21 22	20 21 22 23 24 25 26	18 19 20 21 22 23 24
28 29 30	26 27 28 29 30 31	23 24 25 26 27 28 29 30 31	27 28 29 30	25 26 27 28 29 30 31
Nov 2021	Dec 2021	Jan 2022	Feb 2022	
Mo Tu We Th Fr Sa Su	Mo Tu We Th Fr Sa Su	Mo Tu We Th Fr Sa Su	Mo Tu We Th Fr Sa Su	
1 2 3 4 5 6 7	1 2 3 4 5	1 2	1 2 3 4 5 6	
8 9 10 11 12 13 14	6 7 8 9 10 11 12	3 4 5 6 7 8 9	7 8 9 10 11 12 13	
15 16 17 18 19 20 21	13 14 15 16 17 18 19	10 11 12 13 14 15 16	14 15 16 17 18 19 20	
22 23 24 25 26 27 28	20 21 22 23 24 25 26	17 18 19 20 21 22 23	21 22 23 24 25 26 27	
29 30	27 28 29 30 31	24 25 26 27 28 29 30 31	28	

## Admission Details

Adult Admission

£

Child Admission

£

Child Goes Free

☐

Admission by Donation

☐

Opening Time(s)

## Refreshments

Refresh-


☐

Cream teas

☐

Home-made teas

☐

Light refreshments

☐

Teas

☐

Wine

☐

Catering Venue (if different)

Additional Refreshments Information

## By Arrangement Details (complete only if opening for National Garden Scheme)

Earliest month for visitors

Latest month for visitors

Refreshments

By Arrangement Additional Information  
(e.g. maximum / minimum visitor numbers)

Adult Admission

£

Child Admission

£

Price not specified

☐

Admission by Donation

☐

Child Goes Free

☐

## Garden Opening Information

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Wheelchair Access

☐

Wheelchair Access Details

Dogs Welcome?

☐

Plants for Sale?

☐

Coaches?

☐

Accommodation?

☐

## Society of Garden Designers

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Is the garden designed by a member of the Society of Garden Designers (SGD)?

☐

## Press Coverage and Features & Attractions

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Press Coverage  
(Details will be shown on  
the website)

Features & Attractions

## Plant Heritage Collections

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Do you have a Plant Heritage Collec-

Yes

☐

No

☐

Please list your  
Collection(s)

Gardens with a Plant Heritage Collection have the option of giving 20% of the funds raised from Admissions to Plant Heritage. If you want to do this, please tick the box.

☐

## Garden Phone & Email

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If you are offering Accommodation or opening By Arrangement for the National Garden Scheme, please enter your preferred telephone number and/or email address for publication.

Telephone

Email

**Visitor Information** (To help publicise your garden, please tick the boxes that apply. Only tick a box if the item is a major feature of your garden, i.e. something that may attract visitors in its own right.)

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Does your garden offer special features or activities for children?

☐

Does your garden have a particular historic background or feature?

☐

Is your garden considered a good example of a cottage garden?

☐

Is encouraging wildlife to your garden a particular priority? This might involve planting in a certain way or creating special habitats.

☐

Is growing vegetables and/or fruit a particular priority or interest in your garden?

☐

Is your garden considered a good example of a town garden? This depends on the garden's surroundings not its size.

☐

## Garden Posters

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Please insert numbers of copies for each poster type in the boxes below.

### Information included on poster

- |                      |                                                                                                     |
|----------------------|-----------------------------------------------------------------------------------------------------|
| A3 Roadside          | - Garden name, Town, Postcode, Date and Time                                                        |
| A4 Notice/A5 Handout | - Garden name, Street name, Town/Village, Postcode, Date, Time<br>Price and additional information* |

	A3 Roadside	A4 Notice	A5 Handout
Single, weekend or weekly dates or By Arrangement	<input type="text"/>	<input type="text"/>	<input type="text"/>
Monthly	Not Available	<input type="text"/>	<input type="text"/>
Multiple dates	Not Available	<input type="text"/>	<input type="text"/>
*Is there any other information we need to know for your posters?	<input type="text"/>		

### Quick Check (Please tick all that apply)

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- |                                                                                                                                                                                           |                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| I have checked the garden description, entered and checked opening days, times and prices.                                                                                                | <input type="checkbox"/> |
| I have listed my poster requirements and completed my garden stationery and supplies form (separate form).                                                                                | <input type="checkbox"/> |
| I have forwarded an extended description for the website.                                                                                                                                 | <input type="checkbox"/> |
| I have carried out safety checks and completed the Risk Assessment Form.                                                                                                                  | <input type="checkbox"/> |
| I agree to the publication of the information on this form in National Garden Scheme publications and on the National Garden Scheme website, and other websites and listings as required. | <input type="checkbox"/> |

Signature of Garden Owner (or person responsible for opening)

**The completed form should be sent to your County Team Member (details below).  
In order to be included in next year's Garden Visitor's Handbook return  
by:**

**21 September 2020**

Phone

Email

### County Team Member Check

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I have checked the details on the form for accuracy and completeness.

Signature of County Team Member

Date

# Data Protection Checklist

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By registering your garden you agree to the National Garden Scheme storing your data on our secure databases, publishing them in the Garden Visitor's Handbook and relevant County Booklet, on the NGS App, on our website, and other websites and listing sites as required. We may also share details of your garden openings on our social media channels, in marketing emails and in relevant media articles or programmes. Our website users also have the option to favourite any garden and receive a reminder when that garden is next opening. Your details will also be used by your County Team Members and Head Office staff for internal communications to ensure you have the best opening experience possible. We will never sell your details to third parties.

There are a couple of other functions for which we may want to use your garden and/or personal information where we need your permission. Please indicate your preferences below:

	Yes	No
<b>I would like to be added to the National Garden Scheme mailing list to hear about garden openings, events and activities.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>I am happy for my contact details to be shared with journalists who are looking to get in touch about my garden.</b>	<input type="checkbox"/>	<input type="checkbox"/>

You have a right to change your preferences at any time by contacting the National Garden Scheme Head Office (email: [hello@ngs.org.uk](mailto:hello@ngs.org.uk), phone: 01483 211535, or post: National Garden Scheme, East Wing, Hatchlands Park, East Clandon, GU4 7RT).

**Signature of Garden Owner**

**Date**

**Garden Name**

**County**

## Edit Payment Methods

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In addition to being able to pay with cash at the garden gate, we are introducing other ways that garden visitors can pay for their visit.

### Cashless Payment

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Please tick the box **if you want to offer** your garden visitors the opportunity to make a cashless payment at your garden openings. ☐

Cashless payment will allow your garden visitors to pay by credit/debit card & tap-to-pay phone apps (e.g. Google Pay). It can be used for admission, refreshments, plants or any other source of income. We think it will increase your garden revenue.

We will provide you with an iZettle card reader; you will need a smart phone (running on at least Android 4.4 or iOS 10) connected to wifi or mobile data (e.g. 4G) at the location of sale.

The money raised will be paid directly to the National Garden Scheme and credited automatically to your garden. You will be able to view the money raised online through Garden Financial.

### Tickets Purchased Online

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In addition to visitors being able to pay at the gate, we would like to sell tickets to your garden openings through our website.

Please tick the box **if you don't want** us to do this. ☐

These tickets will be for standard/evening garden openings only. Visitors having purchased tickets this way will arrive with paper or electronic evidence.

The money raised will be paid directly to the National Garden Scheme and credited automatically to your garden. You will be able to view the money raised online through Garden Financial.