



## Terms and conditions For the Dedication Event for the National Memorial to British Victims of Overseas Terrorism

The terms and conditions outlined below apply to both the applicant and all additional guests.

### Application rules

“**Organiser(s)**” refers to the Department for Digital, Culture, Media and Sport (DCMS)

“**Applicant(s)**” refers to the person who completed the application form

“**Guest(s)**” refers to the named person accompanying the applicant

1. All Applicants must be 18 years of age or over as of 19 February 2018 to apply for a place at this event
2. All Applicants must provide proof of age (both for himself or herself, and for his or her guests) to the Organiser on request.
3. The application process is open to anyone who feels that they have a connection to the memorial.
4. Applications may be made online using the form available on the dedicated [National Memorial event website](#). Postal applications can be requested from DCMS at [national.memorial@culture.gov.uk](mailto:national.memorial@culture.gov.uk) or alternatively by calling 020 7211 2123
5. Applications can be made from the time that the application process goes live on the [National Memorial event website](#) until 12:00 hrs GMT on 19 February 2018
6. All online and postal applications must be received by the closing date of 12:00 hrs GMT on 19 February 2018.
7. If submitting a postal application, DCMS will send confirmation of receipt within 3 working days of the application being received.
8. Applicants will be asked to confirm their interest in attending the event and to provide their details, and those of their Guest(s). The organisers will require full details, as requested, from the applicant for themselves and all Guests.
9. All Applicants and their Guest(s) may be subject to security checks, and the Organiser reserves the right to rescind any ticket to the event at short notice, without explanation:
  - if any person is deemed to have failed such a check; or,
  - if the authorities advise the Organiser that any person should not attend; or,
  - if there is any question about their motives for attending the event.
10. Applicants will be notified of the outcome of their application by email within one month of the closing date for applications. The event Organisers reserve the right to extend this period should the need arise. If you made an application by post and did not supply an email address, you will be notified of the outcome by post.



11. Details of the process that DCMS will apply to prioritise applications can be found on the dedicated [National Memorial event website](#). No responsibility is accepted by the Organisers for late or lost applications and proof of sending in an application is not proof of receipt.
12. Applicants may request that their name, or the name of any Guest(s), is removed from (a) the application process, or (b) the attendance list, once confirmed, at any time.
13. Successful applicants and their Guest(s) will be provided with joining instructions prior to the event.
14. Once an applicant has submitted an application, the names of the applicant and all his/her Guest(s) cannot be changed unless agreed with the event Organisers.
15. If the Organiser agrees to a request to change the name of an Applicant's Guest, if those Guest(s) details are not provided by the advised expiry time, the Guest(s) will not be permitted to attend.
16. Successful Applicants who inform the Organiser that they no longer intend to attend the event, will be sent an e-mail confirming that they are no longer eligible for a space at the event.
17. Should the Applicant wish to withdraw at any point, their place at the event will be deleted and the space made available primarily to another member of the same family and then subsequently offered out to other attendees.
18. Anyone under the age of 18 may only attend the event with a named adult. If a Guest who is under the age of 18 does not arrive in the company of an adult, that Guest will not be permitted to enter the event unless prior agreement is reached with the event Organisers.
19. If a successful applicant or their Guest(s) are no longer able to attend, he or she should notify the event Organiser of their withdrawal as soon as possible. Their place(s) will then be offered primarily to another member of the same family or subsequently offered randomly to another Applicant on the list.
20. Places at the event cannot be transferred and can only be used by the named Applicant and/or the guest allocated to each space
21. Attendance at the event will be subject to the terms and conditions set out in this document.
22. The Organisers retain a discretionary right throughout to alter, amend or change the rules relating to the application process and the terms and conditions of the invites.
23. The Organiser reserves the right at any time to cancel, change or postpone the event or the application process, if it deems appropriate to do so.
24. The Organiser, subsidiaries and/ or agencies cannot accept any responsibility whatsoever for any technical failure or malfunction or any other problem with any telephone network or line, system, server, provider or otherwise which may result in any email or application being lost or not properly registered or recorded.
25. These rules are governed by English law and shall be subject to the exclusive jurisdiction of the English Courts.



## Terms and Conditions of Entry into the Dedication Event for the National Memorial to British Victims of Overseas Terrorism.

For the purposes of the below document:

“**Organiser(s)**” refers to the Department for Digital, Culture, Media and Sport

“**Applicant(s)**” refers to the person who initially expressed their interest in the event

“**Guest(s)**” refers to the named person accompanying the Applicant

“**Invite-holder(s)**” refers to both Applicants and Guests

“**Event area**” or “**Site**” refers to the area accessed by passing through security

### ENTRY

1. Applicants and their Guest(s) will need to bring with them either a valid electronic version, or a printed copy, of the confirmation from the event organisers of their invitation to attend the event in order to be able to be admitted into the event.
2. Unless prior arrangements have been made with the event organisers, all Guest(s) under the age of 18 on 19 February 2018 must be accompanied by an adult guest in order to gain entry to the event.
3. Proof of identity will be requested upon entry to the National Memorial Arboretum and all Applicants and their Guest(s) must produce current, valid photographic identification (either a passport or photo driving licence) along with written confirmation, either an electronic version or a printed copy, from the event Organisers that they have been allocated a place at the event.
4. No animals will be permitted, other than assistance dogs for attendees with disabilities.
5. The event Organisers reserve the right to refuse anyone entry to the event at their absolute discretion and any person who fails to comply with instructions from an official steward or other person acting on behalf of the event Organisers may be refused entry or ejected. In addition, anyone found (in the opinion of the event Organisers, or a person acting on their behalf) to be causing, or threatening to cause, damage to any part of the site, the site infrastructure, causing or threatening to cause harm to another person at the venue or in the near vicinity, or behaving in an illegal, antisocial or aggressive manner, and/or appearing to be under the influence of drugs or alcohol or in breach of these conditions will be ejected from the site or the immediate vicinity and may be reported to the Police.
6. All terms and conditions apply equally to the event as well as to any pre- and post-event travel services supplied by the organisers.



### **Inside the event site**

1. Bags will be searched prior to the event. The event Organisers reserve the right to search all persons and their property and refuse admission to, or eject from the event, any person who refuses to be searched by an official steward or the police; or other persons acting on their behalf.
2. Other than as may be required by the event Organisers for the purposes of staging the event, the following articles are not permitted at the event- large flags, advertising or marketing messages, chairs, knives. Fireworks, smoke canisters, air-horns, flares, weapons, dangerous or hazardous items, laser devices, glass vessels, cans, poles, and any article that might be used as a weapon and/ or compromise public safety. This list is non-exhaustive and represents the types of articles which are not permitted and the event Organisers retain discretionary right throughout.
3. No food, alcohol or soft drinks and permitted to be taken into the site of the memorial. One small plastic bottle of water per person may be brought. Strictly no illegal substances will be permitted.
4. The original written confirmation from DCMS of the Applicant and Guest(s) places at the event should be retained at all times while in the event areas.
5. The event may be filmed. By expressing their interest in this event, all Applicants give their consent to the use of theirs and their Guest(s) actual or simulated likeness in connection with the production, exhibition, advertising or exploitation of any film, video and/ or audio recording of this event and/ or any element thereof in any/ all media throughout the world in perpetuity.

### **General Terms and Conditions**

1. The Organiser reserves the right at any time to cancel, change or postpone the event or the call for applications if it deems it appropriate to do so. Should the event or the application process be cancelled, postponed or changed for any reason, the Organiser will not be liable for any loss or expense incurred or to be incurred by any person, including but not limited to the cost or expenses incurred or to be incurred in relation to travel to the event and/ or for accommodation in relation to the event.
2. Under no circumstances will the event Organisers be liable for unforeseen or indirect loss of any form.
3. Successful Applicants and their accompanying Guest(s) are responsible for their own costs and expenses, including travel and accommodation, relating to their attendance at the event, unless previously agreed with the event Organiser.
4. Under no circumstances will the event Organisers be liable for lateness caused by delays to transport or caused by other means.
5. Re-admission to the Memorial site, during the Dedication Ceremony itself, will be at the discretion of the event Organisers.



6. The personal details Applicants provide when expressing their interest in this event, as well as those of their Guest(s), will only be used by the Organisers, their agents and other organisations concerned with the administration and security of the event. Applicants' personal details will not be passed on for marketing or commercial purposes.
7. Information will be held securely for 12 months following the event to ensure full, proper and appropriate administration of the event and will be treated in accordance with the Data Protection Act 1998 and subsequently the Data Protection Bill following its implementation on the 25<sup>th</sup> May 2018.
8. The Personal Information Charter is applicable to all persons applying to attend: [www.gov.uk/government/organisations/department-for-culture-media-sport/about/personal-information-charter](http://www.gov.uk/government/organisations/department-for-culture-media-sport/about/personal-information-charter)
9. Places at the event may not be sold, traded, transferred or offered for sale and may not be used as a prize for any other promotional or trade purposes by anyone except the Organisers. Sale or attempted sale is grounds for cancellation and those trying to use resold or cancelled places will be refused entry into the event.
10. Applicants must supply full details as required and comply with all rules and regulations to be eligible for a place. No responsibility is accepted for ineligible applications, or applications made fraudulently.
11. Each Applicant and their Guest(s) acknowledge that these terms and conditions of entry, together with any terms and conditions incorporated into the application rules found on the [website](#), and any other terms and conditions as may be stipulated by the event Organisers, represent the entire agreement between themselves and the event Organisers, with respect to the event.
12. These terms and conditions are governed by English law and shall be subject to the exclusive jurisdiction of the English Courts.