

# Keep it safe and legal



There are rules and regulations around keeping your fundraising event safe and legal. It might seem daunting, but our handy guide will give you all the information that you need to know.

## **Alcohol and public entertainment licence**

If your event includes the sale of alcohol or live music and is NOT already taking place at a licenced venue, you must obtain a licence from your local council. This is called a Temporary Event Notice and is around £21.

Visit [www.gov.uk/guidance/entertainment-licensing](http://www.gov.uk/guidance/entertainment-licensing) for more information.

## **Collections**

If you plan to carry out a collection in a public space (excluding private spaces such as your local pub / hired space) you must get a licence from your local authority. Look for their “Street Collection Permits” section.

## **Contractors and suppliers**

If you plan to use outside suppliers (eg. food vans, bouncy castles, DJ's etc) you must have proof of their liability insurance and risk assessments. Always use reputable companies and if something looks unsafe do not be afraid to stop activity immediately.

## **Data Protection**

If you need to collect people's data (name/number etc) you must ensure you keep it in compliance with data protection laws. Find more information at [www.legislation.gov.uk](http://www.legislation.gov.uk). More info can also be found on the Institute of Fundraising website.

## **First Aid**

Depending on what your event is you may need to think about first aid provisions. Is one of your organisers first aid trained? Can your local Red Cross or St John's Ambulance help?

## **Food Hygiene**

Hygiene is vitally important if you are serving food at your event. The Food Standards Agency provide lots of helpful information to make sure your event is safe. If you choose to bring in outside caterers then you must get a copy of their insurance, risk assessments and hygiene certificates.

<https://www.food.gov.uk/food-hygiene>

## **Insurance**

Your event is NOT covered by Tough Enough To Care insurance. It is up to you to organise your own. Often venues and equipment come with insurance cover but be sure to check first.

Depending on the event you may need to organise public liability insurance which can be obtained easily and cheaply through most reputable insurance comparison sites.

## **Raffles**

There are very strict guidelines that you must follow when it comes to raffles, lotteries and prize draws. Visit [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk) to find out more.

## **Risk Assessment**

A risk assessment is a vital part of your event planning and will ensure that you have safety measures in place. Don't be put off.....most of a risk assessment is just common sense! visit [www.hse.gov.uk/event-safety/getting-started.htm](http://www.hse.gov.uk/event-safety/getting-started.htm) to get things started.