

## Keeping your fundraising event legal and safe

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We want to be sure that you will enjoy your fundraising event and so here are some tips to make sure that your activity complies with health and safety and legal issues.

Further and more detailed information about all aspects of fundraising can be found at <http://www.institute-of-fundraising.org.uk>

### Licences

Do make sure that you have contacted your local council regarding permissions – e.g. sale of alcohol, trading standards and health and safety issues.

If you are supplying food and drink at an event, it may mean that you need to apply to your local council for a temporary event notice.

If you are planning to provide entertainment, sell alcohol, or sell hot food between 11pm and 5am, you will need a licence. If the venue doesn't hold the appropriate licence you will need to apply to your local council for one.

You will need to apply to your local council for permission to display banners or signs in public places.

You will need to inform the Police if you are planning an event in a public place.

### Letter of authority

Please contact us if you need a letter of authority to show when requesting raffle prizes or sponsorship of an event.

### Collections

Lancashire Mind does not permit house-to-house collections. If you are wanting to collect money in a public place, please contact us first. You will need to apply to your local council for a street collection licence, so do make sure that you leave plenty of time for this.

If you are making a collection on private property such as a shop or a pub, make sure you have got written permission from the manager or the owner and keep that letter with you while you are collecting.

It is not permitted for unaccompanied under-16s to collect money in a public place.

### Raffles and lotteries

The simplest way to hold a raffle is to hold it as part of another event. If you only sell the tickets during your event, and the raffle is drawn and prizes given out at the event, there is no need to apply for a licence.

## Health & safety

It is important that you make sure that your event is in line with health and safety laws. You can find out more at: [www.hse.gov.uk](http://www.hse.gov.uk)

Here are some other important things to remember:

- check the venue for any health and safety hazards
- make sure that there is a satisfactory disabled access
- make the emergency evacuation procedure clear at the beginning of your event
- make sure that all fire exits are kept clear
- check that the venue has satisfactory public liability insurance
- make sure that any contractors providing services for your event have satisfactory public liability insurance

## First Aid

It is a good idea to make sure that you have someone able to deal with First Aid if you are holding a public event. You can contact your local Red Cross or St John Ambulance for information and help.

## Insurance

Public Liability Insurance is not mandatory, but if your event is open to the public, it is worth checking with the venue's insurance.

Lancashire Mind cannot provide cover for events that are not being organised by Lancashire Mind itself. Lancashire Mind cannot accept any liability for any loss, damage or injury as a result of fundraising for Lancashire Mind.

If your event involves provision from outside companies, such as bouncy castles, porta-loos etc., please make sure that the companies have proper insurance cover.

## Food and drink

Any food supplied needs to comply with the Food Safety Act 1990 and the Food Safety (General Food Hygiene) Regulations 1995.

Make sure that any food you are providing is stored at an appropriate temperature and has been prepared according to the required hygiene standards.

If you are supplying food and drink at an event, it may mean that you need to apply to your local council for a temporary event notice.