



A recreational facility for disabled children, their families, friends and schools



Safe & legal fundraising events

It is important to make sure your event is safe as well as fun. As the organiser of the event it is your responsibility to make sure that any rules and regulations are followed and everybody is kept safe.

Keeping it legal...

Thomley

We ask that whenever the charity's name or logo is used in written materials you contact us for prior approval - e.g. in posters, leaflets, invitations advertising an event or letters to companies etc. We will need to approve any publicity materials promoting Thomley before they are printed. However, two key points to remember are to make it clear on all materials that you are fundraising 'in aid of Thomley' and to include our Charity registration number 1089224.

Collections

Public - A public place is any location where the public has unrestricted access at all times. Anyone collecting for charity in a public place (e.g. *street, station or shopping centre*) needs a Street Collection Licence from their Local Authority. Only a limited number of licences are issued and you will need to apply at least a month before the date of your collection – or even earlier if it is during a busy period like Christmas. For more information you can visit the website of your Local Authority - www.direct.gov.uk/en/D11/Directories/LocalCouncils/AToZofLocalCouncils

Private - Collections on private premises do not need the permission of the Local Authority; only the permission of the owner of the premises concerned (e.g. *pub, supermarket*).

👉 As the fundraiser you will be responsible for making the application for a public collection but we would like to be made aware of any planned collections. You can find more information at www.raisingfunding.co.uk/applying-for-street-fund-raising-permit.html

Alcohol

If you are having alcohol at your event you need to check if the venue is licensed and if necessary contact your local authority to find out more about a temporary licence. You can avoid this by either holding your event on licensed premises or by asking a local pub to organise a bar at your venue. More information is available on the Department of Culture, Media and Sport website at www.culture.gov.uk

Lotteries & Raffles

A raffle is a great way to raise money at an event but when running a raffle you need to bear in mind various rules and regulations as different types of lotteries have different classifications. To hold most types of lottery or raffle you will need a Lotteries Licence from your local authority. As the promoter you will be personally liable for the organisation of it.

The exception to this rule is for raffles held at a one-off event like a dinner or dance. This is known as a Small Lottery where you do not need a licence. You must not have money prizes (although store vouchers are fine) or spend more than £250 on prizes (donated prizes do not count). Tickets for Small Lotteries can only be sold during the event and the result of the raffle must be drawn at the event.

👉 For all licences you will need to apply well in advance!

Keeping it safe...

Food

Food safety laws apply when food is available at an event whether it is for sale or not. You need to be aware of these and follow food hygiene procedures. For more information you can ask your local authority or see *The Food Standards Agency* website www.eatwell.gov.uk/keepingfoodsafes

Safety First

It is important to consider all the potential risks at your event and assess what safety precautions will be necessary. It is advisable to carry out a risk assessment to ensure that you have proper plans for public safety at your event. See our sheet about undertaking a risk assessment and for more information you can visit the *Health and Safety Executive* website at www.hse.gov.uk/contact/faqs/riskassess.htm

Ask your local council for advice – they will be able to let you know if there are any special rules you need to abide by. If your event is in a public place, you should inform the local police and ask them for advice.

☞ If you are organising an active event, say a sponsored walk, you will need to ensure qualified first-aiders are available. You can contact your local branch of St John's Ambulance for advice.
www.sja.org.uk/sja/what-we-do/event-first-aid-cover.aspx

Insurance

By organising a fundraising event you are responsible for taking adequate steps to ensure that the event poses no risk to others. You will need to make sure your venue has public liability insurance and if you are hiring equipment or employing any third parties for your event, ensure they have their own insurance. Thomley's insurance does not cover events run by fundraisers. You can get more guidance from the following website:-
www.how2fundraise.org/fundraising-know-how/legal-insurance/publicevents-law-bestpractice

Money matters...

Gift Aid

Gift Aid is an easy way to raise extra money for Thomley at no extra cost to you! Gift Aid allows charities to claim back the tax on donations made by sponsors or donors as income. This means that Thomley gets an extra 28p from the government for every pound donated. If you raise £1,500 and get all your sponsors to 'Gift Aid' their donations, Thomley could claim an extra £420! Contact us or visit our website for a Gift Aid form.

Collection of funds

Make sure children don't ask for or collect money alone - an adult should be with anyone under the age of 16. If your event means that you will have lots of money in one place then make sure it is secure and that someone takes overall responsibility for it.

An easy way to collect funds is online through the Just Giving website (www.justgiving.com/thomleyhall) which sends donations straight to Thomley and adds Gift Aid to every eligible donation. Cheques can be made payable to 'Thomley Activity Centre'. See the Thomley website or contact us for more information on how to donate funds.

This is not intended to be an exhaustive list and Thomley advises that as a fundraiser you ensure all eventualities are covered – particularly with regard to health, safety and legal liability.

Please remember, whilst we really appreciate your support, Thomley cannot accept liability for any fundraising activity or event you undertake in aid of the charity.

For more information read the document about events on the Institute of Fundraising website. Just go to - www.institute-of-fundraising.org.uk/informationaboutfundraising/forfundraisers/howtofundraise/fundraisingstrategy

To have an informal chat about any of the above or to discuss your fundraising ideas please contact:
Ruth Dickson on 01844 338 380 or ruth@thomleyhall.org

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www.thomleyhall.org - Charity registration no. 1089224