

GET INVOLVED

Keeping it safe & legal

information about fundraising for



endometriosis uk

Please make sure that everyone involved with your event are safe and acting within the law. There are a few simple rules and regulations you have to adhere to when running fundraising events. This leaflet includes information about things that you might need to consider, but if you have any doubts or questions, please call us on 020 7222 2781

providing support increasing understanding

- Not only is it important that you have fun whilst raising funds, but it is also important that you keep it as safe as possible!
- Always ensure that you have taken as many precautions as possible, especially if the event involves children. Also, never allow children to solicit money from strangers or to collect money alone!
- If you are running an event in a company, you must comply with the Health and Safety at Work Act 1974 and all other relevant subordinate legislation. If you are having a party in your home or within a function room, don't forget the neighbours
- Make sure that the environment where your event is being held is safe for both the event attendees and any spectators. Look for possible areas of risk, particularly with children who must be suitably supervised
- Any equipment that is being used (eg a Bouncy Castle) must have been maintained to the required safety levels. Remember that the Health and Safety Act applies to volunteers as well as employees. You may need insurance for such equipment. Please see the back page for advice
- Consider first aid provision and where possible have a trained first aider present at your events. For

larger events, ask your local St John's Ambulance crew for help

- Check out references and relevant qualifications of any organisation/supplier you are thinking of using for an event. Always check that caterers and venues have relevant Food Hygiene and Environmental Health certificates before considering them for an event where food is to be served or sold
- If you are preparing food, ensure you get someone involved who has passed the Basic Food Hygiene Certificate course. Remember that you are responsible for any food you've prepared even if you give it away

Publicity

Always include the Charity's name and Charity Registration number (Endometriosis UK's is 1035810) on all promotional materials, including posters, brochures and press releases. Please use our materials where possible but **if you are producing your own material using the Charity's logo please talk to us first and make sure you let us approve the copy before anything is signed off.**

When producing information it is important to state exactly how much money will go to the charity. For example, if all proceeds are to go to us, the written materials will need to state that the event is being organised for "Endometriosis UK". If



only the profits will go our charity, then you must say so. Use ‘in support of...’ or ‘in aid of...’ Or show exactly how much is going to the charity – “for every ticket sold, £1 will go to NES). This is now a legal requirement.

Collections

To collect in private properties (eg pubs and some shopping centres) you only need the permission of the management or owners, but to collect in public places or door-to-door a special licence is needed. There are limitations on the availability of licences (and a detailed application process) so applications should be co-ordinated through Endometriosis UK — please call us and we will advise you.

Alcohol and entertainments

If you are planning to sell alcohol at any event you will need to be covered by a Liquor Licence. If you are running a performance or dance as part of the event you will probably need a Public Entertainment Licence. Many public venues already have these licences which will save you some work but temporary licences and ‘occasional permissions’ can be obtained from your local council licensing department in certain circumstances.

Technically only the licensee is allowed to benefit directly from the sale of alcohol on their premises –

but they are free to make a charitable donation at the end of the event from their takings.

Raffles and lotteries

Raffles and lotteries are classified as the same thing — games of chance where a payment is made for a chance to obtain a prize. Lotteries are covered in the ‘1976 Lotteries and Amusements Act’ and there are several types of lottery, each with its own set of rules. Three of the main types that apply to your efforts are listed below:

- **Small Lotteries incidental to exempt entertainment:** These include lotteries held at a one-off event such as a fete, dinner, dance, sporting event or other entertainment.
- **Private Lotteries:** These include lotteries, including sweepstakes held between work colleagues or members of a society
- **Society Lotteries:** These include those promoted on behalf of a charitable, sporting or cultural society where proceeds go directly to fund the purposes of the society.

Only a society lottery may need to be registered with the appropriate registration authority or Gaming Board. **Before contacting large or national companies for raffle prizes, please check that Endometriosis UK is not already working with them.**



Gaming

This describes a game of chance requiring active involvement (eg Bingo, Casino) but since hire of equipment is often required, it can be expensive. The regulations attached to gaming are similar to those of lotteries, but check the following before considering such games:

- Hire charges should be agreed before the event and not paid as a percentage of takings
- Gaming in licensed premises is subject to the terms of the licence.

Insurance

It is your responsibility to ensure that you take out adequate insurance to cover your liability, as even at the most sedate of events, accidents can happen and you might be held liable. You are responsible for organising

and managing any fundraising activity and we therefore accept no responsibility for any liability arising from such fundraising, except resulting in death and personal injury which has been caused by our negligence.

- **Public & Product Liability Cover** — Valid for personal injury, plus damage to premises, food, drink and other goods supplied. The cost depends on the perceived risk of the event.
- **Pluvius Cover** — Insures against rainfall for a given period before, during or after an event that causes its cancellation. This can cost a lot and be hard to claim. It is usually better to have a back up plan that moves the event under cover.
- **All risks, money and personal assault cover** — Insures against theft of money and theft/damage to property associated with the event.



endometriosis uk

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