

Legal Bits and Bobs

Thank you so much for wanting to fundraise for us, we so appreciate it! We want to make sure you’re as safe as you can be at your event, so here are some legal bits and bobs to think about.

**First Aid**

To ensure everyone is safe, you can chat to the [St John’s Ambulance](http://www.sja.org.uk/sja/about-us/event-services.aspx), or [The British Red Cross](http://www.redcross.org.uk/en/What-we-do/First-aid) about appropriate first aid cover for your event or at least a qualified first aider. You might need to think about;

* How many people are attending the event, their ages and the risk involved in the event.
* The location, and how long the event will last.
* The medical facilities already in place at the venue.
* How far other medical facilities are, i.e. hospitals or walk in centres.
* How the weather may affect your event, and what plans are in place for bad weather.

**Insurance**

If your event involves the public, you might need Public Liability Insurance. Check first with the venue your using, to see if they have this already.

**Licences and Permissions**

You will need a license if you intend to;

* Do any street collections in a public place. You will need to contact your Local Authority to gain permission to fundraise.
* Sell alcohol at your event. If you plan to do this, you will need an [Occasional Liquor License](https://www.gov.uk/guidance/alcohol-licensing?_ga=2.60074157.1042255213.1516099728-887692155.1516099728). You do not need your own license if you’re holding an event in a building that already has a licensed bar.

**Raffles and Lotteries**

Since Cruelty Free International do not hold a public lottery license, if you’re planning on holding a Raffle all tickets must be sold on the night and the following conditions must be met;

* The raffle should not include any cash prizes.
* The sale, issue and announcement of winners must take place on the day of the event.
* The sum of prizes on offer should not exceed £250, unless they are donated prizes.

Remember because raffles are counted as a ‘collection’ we cannot claim Gift Aid on any funds raised through selling tickets.

**Food Hygiene**

You can find all the information you need on Food Hygiene from the Food Standards Agency. If you’re using a caterer you need to make sure that they have a Food Hygiene Certification and Public Liability Insurance.

**Collecting and Handling Money**

If you’re planning to collect money in a public place, you will need a permission from your Local Authority. If you’re planning to do street fundraising, or door to door collections in particular, you will need to contact them to ensure you have the appropriate license.

Make sure you;

* Use a secure container to keep and handle money.
* Bank the money raised as soon as possible.
* Have more than one person responsible for the money at all times.
* If you are threatened by someone who wants to take your fundraised money, do not resist, but give the money over and call the police immediately.

**Children**

Any adults looking after children at your event (other than their own) should go through the appropriate checks. Contact the [Disclosure and Barring Service](https://www.gov.uk/government/organisations/disclosure-and-barring-service) for more information how to go about this.

**Data Protection**

It’s good to make sure that any information you keep about others is kept securely and complies with the Data Protection Act. You must make sure that the information;

* Is kept securely.
* That you don’t keep information about people you no longer need.
* You don’t share information about someone with third parties, without their permission.

**Risk Assessments**

You can find Risk Assessment templates online, which are handy to use when planning the potential risks whilst running your event. Its important to think about the potential dangers or risks to the public in terms of safety and wellbeing. It’s also important to make sure the venue is accessible to all, and if it’s not, you may want to think about adjusting the venue to ensure that it is.

Don’t forget to have a ball! 😊

