

# Keeping it legal

(and safe!)

If you have any questions at all about legalities please call us on 0161 498 3631 and we will be more than happy to advise you in more detail.

**Charity Statement and logo:** All publicity materials should state 'in aid of St Ann's Hospice, Registered Charity Number 258085'. Also we can supply our logo for you to use. If necessary, we can send you a formal letter giving you authority to fundraise on our behalf.



**Collections:** if you plan to collect in the street, you will need a permit from your local council. Their website will provide details of how to apply for one.

**Contractors:** Make sure that any suppliers and venues have the right experience and can show you a certificate to show they comply with any insurance and health and safety standards.

**First Aid Cover:** Consider whether you will need first aid cover. Manchester Medical Services (<http://www.mmse.co.uk>), St John's Ambulance and British Red Cross provide these services. Also, think about whether you need to notify the Police or Fire Service in advance of your event.



**Handling Money:** Always make sure two people are present when counting cash and moving money. If it's dark, ask the venue to store the money in their safe overnight and ask them to keep it there until a time that's best for you and your colleague.

**Insurance:** Check that the venue's public liability insurance covers you in the event of a claim. Call us for advice or visit <http://www.how2fundraise.org/fundraising-know-how/legal-insurance>



**Licences:** You'll need to get a temporary event licence if you are going to provide alcohol or refreshments between 11pm and 5am in an unlicensed venue. You can get one from your Local Licensing Authority. For any other advice call us or visit: <http://www.doitforcharity.com/fundraising-law.aspx>

**Photo Consent:** Try to make sure that you get permission from anyone that you take a picture of. You will need permission from parents before taking photos of children, preferably written.

**Raffles and Lotteries:** You do not need a licence provided you:

- 1) Sell tickets and draw your raffle on the day at your venue,
- 2) At least 20% of ticket sales go to the Hospice (after expenses)
- 3) The prizes are not monetary or worth more than £250,

If this is not the case, you will need a lotteries licence from your local council and will need to follow very strict guidelines on printing up the tickets. If this is what you are planning, please give us a call for advice or visit

<http://www.institute-of-fundraising.org.uk/About+Fundraising/information/raffles-and-lotteries>

**Risk Assessment:** We can provide you with a template pro forma but the key things to consider are: ● Handling money safely ● Possible accidents ● Risk of slips and trips ● Thinking about lifting heavy items safely ● Fire exits ● Access for emergency vehicles ● An identifiable First Aider with first aid box/access to venue's first aid box

If you think there may be **any** health and safety issues, please get in touch and we'll do our best to advise you on completing a risk assessment.