

Keeping your event safe and legal

Whatever your event, the safety and wellbeing of everyone involved is paramount. Please refer to the guidelines below and get in touch if there is anything you are unsure about.

- Ensure that your event or challenge is organised safely and efficiently, think about any risks involved and make sure you have taken them into consideration. You can refer to [The Health and Safety Executive](#) for more information on event safety. Contact the Environmental Health Department for advice if you are selling food. Check you have enough help and that there is adequate adult supervision if children are involved.
- Consider what insurance you will need for your event, will you require public liability insurance? Forget Me Not Children's Hospice cannot accept any liability for any events, challenges or fundraising activity that is undertaken in aid of the charity.
- Check with your local council whether you need any special licenses or permissions. You will need a Street Collection License if you want to collect any donations in a public place. Depending on your event, you may also need: Events License, Entertainment License, Alcohol License, PRS License or others.
- Always look after your money. Aim to have two people present if you are counting any money raised. Any sealed charity buckets, envelopes or tubs should remain sealed and returned to us to be opened and counted.
- There are strict laws relating to raffles and lotteries. Full guidelines are available from your local council or the Gambling Commission which must be adhered to. For more information visit: gamblingcommission.gov.uk