

## Keeping it legal: organising your own event



If you are organising a small event, or only including your personal friends and family, this is considered a private event and the information in this sheet does not apply.

When it comes to bigger fundraising events and activities for the public then there are various rules and regulations which apply and are outlined below. You will be responsible for ensuring that your event complies with the law.

If this sheet doesn't cover the information you need you can try the following;

- Ask us!
- Seek advice from your local council about licensing, trading standards and health and safety issues.
- Check with your local police if you are planning an event in a public place.

**Insurance** If you organise an event that involves the public in any way, you will need to ensure that you have Public Liability Insurance. This can be purchased from an insurance company or broker. The owners of your venue, where you are holding your event may have suitable insurance that would cover your event so it is always worth checking. If sub-contractors or facilities (bouncy castles, caterers, furniture etc) are used, make sure that the staff and companies provide proof of their own insurance cover by providing a copy of their Insurance certificate.

**Stay safe** Make sure that everyone is safe and having fun while raising funds for Pancreatic Cancer UK. Pancreatic Cancer UK cannot be held responsible for accidents, so make sure that your event is safe for all concerned. The Health and Safety Executive (HSE) is a great source of information and advice. They recommend that event organisers carry out a careful assessment of anything related to your event that could cause harm, to make sure that no-one is fundraising, working or spectating in an unsafe environment, and ensure that risks are minimised to an acceptable level. You can also obtain useful advice from St John's Ambulance about what First Aid is necessary.

**Raffles and lotteries** There are very strict and complex laws relating to raffles and lotteries. Raffles can be held in your workplace or local club with no problem, or within a group of friends or family. Likewise, you are complying with the law if the sale of tickets and the draw are carried out on the same day and at the same venue as part of an event (eg a pub quiz or fete). If you are holding a lottery or raffle under any other circumstances, such as selling tickets in advance or at a different venue, please contact us for advice.

**Street and house to house collections** Please see our *organising a collection How to* guide for further information. You will need a license from your local authority to collect funds in a public place.

**Food and drink** If you are selling food and drink to the public at your event then you must ensure that you follow food safety laws. You can obtain guidelines on these from your local environmental health department. If you are selling alcohol then you will need an additional licence unless the venue already has one that will cover your event.

**Children** While we welcome under 16s fundraising for Pancreatic Cancer UK there are legal restrictions as to what they can do. Under 16s can be sponsored to take part in an event, or help organise an event or collection but there must always be an adult present and in charge to deal with all handling, counting, and physically collecting the money raised.

**Can we help?** If you would like any more information and advice please contact the fundraising team on 020 3535 7090 or [fundraise@pancreaticcancer.org.uk](mailto:fundraise@pancreaticcancer.org.uk)