



**Be Safe and Legal
during your event!**

Things to remember...

Special Licences: Public Entertainment, Alcohol and Collections

Don't forget to ask your local authority whether you need any special licences – this information is usually available on their website. The premises on which the event will be held must have a current premises licence under the Licensing Act 2003. Under this act certain short-term, small-scale events may be held, provided the organisers send a *Temporary Event Notice* to the local licensing authority and police ten working days in advance of the event. Licences cover the supply and sale of alcohol, the performance of various types of regulated entertainment (including live or recorded music), and the supply of hot food and drink late at night.

Please only collect money in the street if you have a street collection licence - we can help you obtain a licence and would be delighted to provide you with collection cans and buckets, stickers and balloons. It is illegal to carry out house-to-house collections without a special licence. If organising a collection on private property such as in your local pub or supermarket, you will need to have the permission from the owner or manager. All collectors must be over the age of 16.

First Aid

If you are planning a big event, make sure you have first aid cover and fire safety. It is a good idea to conduct a risk assessment on all aspects of the event with enough time for any adjustments or provisions that may need to be made. The Health and Safety Executive offers a good five-step guide which you can find at: <http://www.hse.gov.uk/risk/fivesteps.htm>

Insurance

Risks are present whether the event is a small dance or a large music festival. You will need to check that your suppliers, such as the venue, marquee company, caterers, entertainers, etc, have their own insurance – do ask to see copies. If you need insurance, you will need to take it out yourself.

Safety of Children

Please ensure all children are supervised at events.

Food Hygiene

If you are planning on selling food or drink at your event you will need to adhere to the food safety laws which you can find in detail at: www.food.gov.uk

Raffles

Running a raffle alongside another event:

A raffle or lottery is a really good way to raise money, either alongside an event, or as a stand alone activity. You will not need official tickets if your raffle is to be held as part of an event, in which case a book of cloakroom tickets will do. This is a really great way to maximise your fundraising income and we are all for it! Please do consider the following:

- Although there is no maximum price for a ticket, the rule is that all tickets must cost the same.
- Prizes cannot total more than £500.
- All the ticket sales and the draw must take place during the main event, which may last more than a single day. You can, however, advertise them beforehand!
- Under the licensing laws alcohol must not be awarded to anyone under the age of 18. Your Local Authority can give advice on this.

A raffle as a stand alone event:

You will need to register your raffle or lottery before you begin with Dorset County Hospital Charity if you are running it as a stand alone fundraiser. We will issue you with official tickets so that you can be covered by the Charity's lottery licence.

Thank you for your support. Unfortunately the Charity cannot accept liability for any fundraising activity or event you undertake for the benefit of Dorset County Hospital Charity.