

# DO IT YOUR WAY

## Cransley Hospice



# KEEP YOUR FUNDRAISING SAFE AND LEGAL

## LICENSES

Playing music? Selling alcohol? Using a public space? Contact your local council to ensure there are no additional charges or permits required. Their details can be found on the relevant council's website.

Having a street party? Consider whether disruptions will be caused to roads or residents and contact your local authority for road closure information.

Holding a collection? Talk to your local council or the landowner to ensure that they are happy for this to take place. Most public collections will require a permit. All collectors must be 16 years or older.

Holding a raffle? If tickets are sold and winners drawn on location as part of an event or there are no cash prizes, then you may not need a license. If you're unsure or are revealing winners after the event has finished, contact the Gambling Commission for further guidance or download their guide from the fundraising materials section of our website:

[www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)

## INSURANCE

Whilst we really appreciate your support our insurance will not provide indemnity cover for you. Events and fundraisers are carried out at your own risk so make sure to check that the venue you are using has public liability insurance and you complete a full risk assessment to ensure you are prepared for any eventuality.

## FIRST AID

If there is physical activity involved in your event make sure that there is a qualified first aider on site. St John's Ambulance or the Red Cross can often provide these services for larger events but make sure you contact them as soon as possible as they can get booked up well in advance.

## TOP TIP!

Use your contacts to help you and local businesses are often willing to help with raffle prizes.

## HERE TO HELP!

If you have any questions please do give our FUNdraising team a call on 01536 452423, we're always happy to help! Thank you so much for your support.



Registered charity number 1151018

