



Planning your event

Everything you needed to know about planning events but were too afraid to ask!



LHCH
charity

Caring for people with heart and lung disease

Charity Registration Number 1052813



Practical Event Help

Charity fundraising is regulated by law, so you need to consider legal issues that may apply to you when organising an event.

Once you have decided what type of event you will be having, and where it will be held, please check the points below which will help you to remain on the right side of the law.

If you're at all unsure about any of the information then just give us a call at the Charity Office on **0151 600 1409** or email enquiries@lhchcharity.org.uk and we will be happy to help.

Risk Assessment



Doing a risk assessment means looking at what could cause you or your participants harm and checking you've taken the necessary precautions to prevent this from happening.

It's a good idea to keep a record of the risks for your event; you can use our [Risk Assessment Template](#)

First Aid

You can get advice from a professional medical organisation like St John's Ambulance or Red Cross about what type of First Aid to have at your event.

Things to think about:

- The number of people
- Type of event and risk involved
- Type of people, including their ages
- Location and type of venue
- How long the event lasts
- What is the weather likely to be like
- How near is it to local medical facilities
- What experience you have of similar events
- What welfare and first aid facilities are at the venue.



Children at your event



Make sure children are properly looked after and have permission to take part from a parent or guardian. Adults looking after children should have carried out appropriate checks.

See the [Government's Disclosure and Barring Service \(DBS\)](#) information for more guidance.

Insurance and Licences

If your event involves the public you will need to have Public Liability Insurance. Check with the venue first as they may already have insurance that covers your event.

Licences

Some things require a licence, such as:

- alcohol or entertainment, including recorded music
- holding a raffle, lottery or auction
- doing a public money collection
- putting up banners or signs in public areas.



This list doesn't cover everything. Contact your local authority to check which licences you will need.

Small Lottery

This is when a raffle/tombola takes place at an existing event. Tickets must be the same price and the price must be clearly stated. There can be no cash prizes. There is no limit to the value of prizes if they are donated, however, if prizes are brought the value should not exceed more than £250 in total.



Food Hygiene



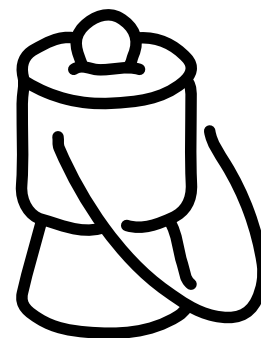
When you sell food at a fundraising event you must follow food safety laws. You can obtain guidelines from your local environmental health department.

You will need a licence to sell alcohol at an event, unless the venue already has a licence. To obtain a temporary licence, contact the licensing justice at your local magistrate's court at least one month before the event.

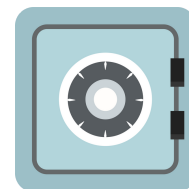
Public Collections

To collect in the street, a public place or door to door, you will need to have a licence from the local authority. To collect in a supermarket or at other shopping area you will need the permission of the owner but you won't need a licence.

If you want to undertake any collections like this then please contact the Charity Office FIRST on 0151 600 1409 and we will be able to guide you through the process.



Handling money and keeping it safe



Here is some advice for handling money at fundraising events:

- Where possible have two people around when money is being handled and counted
- Collect cash using a secure container e.g. a sealed container for a collection or a secure cash box for change
- When carrying money around take care. Always use a safe route and always be with someone and/or carry a personal alarm
- If you are confronted by someone demanding the money, do not put up a fight, hand them the money straight away and report the matter to the police
- Put money in the bank as soon as possible.

You can also use our [Budgeting for your Event](#) and [Incoming Funds Recording Sheet](#) to help you organise and keep track of your events income and expenditure.

If you are in any doubt about the law relating to anything you are doing or you would like some more advice about planning your event then please contact the Charity Office:



By emailing enquiries@lhchcharity.org.uk



Or call the Charity Office on 0151 600 1409



LHCH
charity

Caring for people with heart and lung disease

Charity Registration Number 1052813

