HAVE FUN STAY SAFE



When planning your fundraising or giving your sponsorship a boost with extra activities, there are a few things to consider to keep it safe, legal and running smoothly.

Insurance

If you're organising an event involving the public, make sure you have appropriate insurance, including public liability insurance where needed. Some venues may already provide this cover, so check with them first. Please note that our insurance does not extend to cover your fundraising events or activities.

Safety and risk assessments

Make sure your event is safe by identifying and managing any risks to you, your volunteers and attendees. Complete a risk assessment and consider things like handling money safely, first aid, security and emergency procedures.

Food safety and allergens

If you're serving or selling food, make sure it's prepared, handled and stored following food safety and hygiene practices. Be aware of ingredients so you can give accurate information about allergens if asked. Check the Food Standard Agency guidelines at food.gov.uk for more information.

Licenses

Check whether your activity requires a licence. For example, serving alcohol at an unlicensed venue or hosting live music may require a Temporary Event Notice from your local council.

Photo permissions

We'd love to see lots of photos from your fundraiser! Please make sure you have permission from everyone featured in any photos you share. If children are included, you'll need consent from their parent or legal guardian.

Bucket collections

Bucket collections require permission before they can take place. Public collections such as high streets or town centres need a permit from your local council, and our fundraising team must be notified. Collections at private venues such as supermarkets or shopping centres require permission from the venue.

Raffles

Raffles, tombolas and sweepstakes must follow certain rules. If tickets are only sold and drawn on the day of your event, you usually won't need a licence. If you're selling tickets in advance or online, you'll need a licence from your local council.

For more details go to gamblingcomission.gov.uk or fundraisingregulator.org.uk – or get in touch with us if you are unsure.

Letter of authority

If you're approaching businesses for prizes or support, we can provide a letter of authority confirming you're fundraising for us – just let us know and we can send this to you.

Posters and publicity

We have editable posters you are welcome to use. If you do choose to create your own, please include the wording 'in aid of Severn Hospice' and 'registered charity no 512394'.