

keeping it legal & safe

Before you start your fundraising, you want to make sure that it is all safe and legal so you can avoid any trouble and can fully enjoy your experience. Here are our guidelines on how to keep your fundraising legal and safe.

Raffle Guidelines

Raffles are a great way to raise some extra money at an event! But there are a few points you may have to think about prior to the raffle:

- If you are holding a large scale raffle then you may need to obtain a small lotteries licence. Contact your local authority to find out more
- You must state what the raffle is in aid of
- If you are holding a small raffle, you can only sell tickets during an event on premises
- All tickets or strips must be sold at the same price, no discounts are allowed on bulk buys
- Tickets should not be bought or sold by people under the age of 16 unless accompanied by an adult

To read the full guidelines and laws regarding raffles and lotteries contact your local council.

Health and Safety while holding an Event

While in the process of hosting and planning an event, there are many things that you need to consider in regards to health and safety. It is important to ensure that you carry out a risk assessment before your event to limit the chance of any unfortunate occurrences arise. Use our Health and Safety Checklist to make sure you have covered all aspects of health and safety for your event.

1. Before the event, carry out a risk assessment of your chosen venue identifying any potential risks and hazard that you may encounter on the day
2. Prioritise the risks as low risk, medium risk or high risk
3. Think of who will be attending your event, for example, children or elderly people

4. Consider whether you will need adult supervision for children or will need to have permission from parents or guardians for their child to take part

5. If you do need to provide adult supervision then you must carry out the appropriate checks on all adults

6. Record what checks you have done and how you plan to avoid the risks

7. Review your assessment and carry out another check just to confirm you have done as much as you can

Insurance

You will need to apply for appropriate insurance covering your fundraising event. Unfortunately, the Friday Media Group Foundation is unable to provide public liability cover for your event so you will need to apply for public liability cover through your local authority. Public liability will protect you should a third party make claims of damage to the venue or injury. You may also need to apply for a temporary alcohol and food licence so double check with your venue and local authority for that too.

Our Liability

The Friday Media Group Foundation accepts no liability for third-party events. The advice we offer you is simply guidance to help you organise your event. Please consider for yourself any potential risks, and seek further advice where necessary.

And most importantly

Please remember to contact us first before you embark on your event. We will help and guide you as best we can!

need to find out more?

Check out our Fundraising FAQs for more information.

Or email us on info@fridaymediagroupfoundation.org to find out more!