

Making sure your event is legal and safe!

Many thanks for choosing to organise a fundraising activity in aid of Carers Northumberland. The monies you raise will help us to make a big difference to the lives of carers across the county.

It is important to ensure your event is safe and legal as Carers Northumberland can't accept responsibility for these elements of your event (although we can offer event advice and materials!). But don't worry it should be straightforward - see below for key points:

Events *that you are organising*:

- Check whether you need event insurance.
- Complete an event risk assessment (see www.hse.gov.uk for information)
- Are any attendees or participants fully briefed about the event including outlining risks, fitness requirements (for a walk for example), special equipment or clothing required?
- Do you have adequate event supervision for children? This would include parental/guardian permission. It may also involve setting a minimum number of adults to children ratio.
- Do you need to do background checks if adults are to have unsupervised access to children?
- Do you need special event licences? For example a public entertainment licence or a licence to sell alcohol.

Raffles and lotteries

- There are laws relating to raffles and lotteries that you will need to check. Please visit the Gambling Commission website for further information: www.gamblingcommission.gov.uk

Fundraising materials and publicity

- All of your fundraising materials should make it clear you are organising activity 'in aid of' Carers Northumberland.

Collecting monies in public places

- You need a licence from your local authority to collect funds in public places or door to door. Without a licence this is illegal. Please contact us directly for more information.

Sending of monies to Carers Northumberland

- All funds collected in aid of Carers Northumberland should be sent to the charity within four weeks of it being raised.

Thanks again for your support for Carers Northumberland and enjoy your event!