

Fact-Sheet: Local Fundraising

Holding an Event

An event can be anything from a street party or a school fete to a demonstration or a public meeting. However an event of any kind usually involves some sort of public gathering: (Public assembly means 20 people or more in a public place – see Public Order Act 1986). This can often involve the hiring of premises, or the sale of food/drink. As a result there are quite a few legal considerations to think about.

An event of any kind therefore can take a great deal of planning and preparation. Listed below are some of the considerations you need to keep in mind when planning any kind of event.

1: What does your Constitution say?

The first thing you need to do when planning any kind of event is to take a look at your organisation's Governing Document (usually called the constitution). You must check that what you have planned fits in with your stated Objects and the powers that you have to carry out those Objects. If the constitution makes any restrictions on the kind of event that your group can hold then you must abide by these restrictions.

2: Practical Considerations

- Have you got a plan/budget for the event?
- Are there any initial costs? How will you cover these?
- Is there a target figure of how much money is needed?
- Who is the event for? How will you publicise it to this group?
- What will the benefit to our organisation be and is it worth it when compared to the time, effort, cost etc?
- How big will the event be? Does it need to attract a certain number of people to break even?
- When will the event be? Are there any (similar) events that you need to ensure you don't clash with?
- Do you have enough people/staff/volunteers to organise/run the event?
- Call a meeting to explain to all members of the group what you are doing and why it needs to be done; try to involve people
- Where will the event be? Is it accessible physically and geographically to the group we want to aim at? Is the venue available? What will the venue cost?
- Are there any relevant laws/do we need any special licences/permissions?

3: Laws

Public March/Procession

If you are organising this type of event then you must inform the local Police of the proposed date, route, starting time and at least one organiser of the event at least 6 days before the event is due to occur. If you are holding a parade and it is necessary to close any roads to ensure the safety of the participants you need to apply to the for a 'temporary traffic regulation order'

Festival/Party

These events must abide by the same rules as for public meetings above.

If food is to be prepared or sold then food hygiene laws must be checked and complied with.

If alcohol is to be served or sold then local licensing laws must be applied.

Finally copyright law, relating to the performance of music may also apply.

(Subjects covered below)

4: Licencing and Regulations

There are many different kinds of licences but a few of the more common that may well apply to a public event are listed below with the circumstances in which you would need to apply.

Entertainments Licence

If you are providing entertainment you may need two different licences:

- a licence from the local council that entitles you to provide public entertainment
- a separate licence that gives you the right to perform copyrighted material or play recorded music and videos.

Local council entertainment licences

If you are holding a small private event that is not for profit and is not open to the public (you do not need a licence). This includes live music events so long as:

- it takes place between 8am and 11pm
- it takes place at a venue that has a 'Premises licence' or a 'Club Premises Certificate'
- the audience is less than 500 people. You also do not need a licence to show unamplified live music at any venue, so long as it takes place between 8am and 11pm.

For events open to the public, recorded music, dance or sporting events, plays and film or video shows, or live, amplified music where the audience is more than 200, generally do need to be licensed by the local authority.

If you are hiring a venue to put on an event, check that the venue has a 'Premises Licence' or a 'Club Premises Certificate' issued by the City Council. The licence must cover the activities you are organizing. Your event will also have to take place in the premises' licensed opening hours.

If you are holding an event at a venue that does not have a the above certificates that covers your activities, you will need to serve a 'Temporary Event Notice (TEN)' on the Council and the Police at least 10 days before the event.

A licence can be obtained from Derbyshire Dales District Council Tel 01629 761100 or You can download a Temporary Event Notice Application Form at www.derbyshiredales.gov.uk They cost £21.

If you want to organise an event outdoors, eg a *street party* you need to contact the Council to find out if you need to obtain a 'Temporary Event Notice'. You have to apply to the council if you want to hold an event on public land.

Food & drink

You can sell or provide free food and non-alcoholic drinks as long as:

- All profits go to the organisation
- You ensure food is prepared in a hygienic manner and complies with the Food Safety Act.

Alcohol

You are not allowed to sell alcohol unless you have a licence (see above – hiring a venue) or have served a Temporary Event Notice.

Performing or playing copyright material

If you want to perform music or a play written by someone else, or if you want to play recorded music or video, the premises you are using will need a licence. If your event includes live music you must check the venue has a Performing Rights Society (PRS) licence. If you are playing recorded music you must check the venue has a PRS licence AND a Phonographic Performance Limited (PPL) licence. Community buildings run by voluntary organisations can buy a joint PRS and PPL license.

For more information contact [Phonographic Performance Limited](#) or [PRS for Music](#).

Film

If your event is going to show films and TV programmes in public you need a 'non-theatrical' film licence. The type of licence you need depends on how you'll use the films - see the Independent Cinema Office (ICO) guidance.

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You can get licences (eg annual or one-off) from companies like:

- Filmbank
- Motion Picture Licensing Corporation (MPLC)

Raffles

If you are raffling on the day only you do not need a licence and can just use cloakroom tickets.

A raffle where tickets are sold to members of the public in advance is called a 'Society Lottery' and if the total proceeds of the raffle/lottery are below £20,000 it is called a 'small society lottery' and you only have to register with the local council. There is an annual fee of £35 (which is reduced to £17.50 if you re-register for a second year). To register contact the local council (Derbyshire Dales District Council - Tel 01629 761100) or download a form from their website. It is suggested that this is done at least 28 days in advance. They will assess your application, including a police check for relevant offences, and issue a certificate if they are satisfied that you meet the criteria. You cannot start your lottery until a certificate has been received.

When your raffle is finished you will need to complete another form showing how much money you collected, and how much you spent on expenses and prizes.

The main conditions for a small society lottery are:

- A member of your committee must be named as the 'promoter' and this must be agreed in writing by the committee.
- Your raffle tickets must include the following information
 - ❖ the name of the group running the raffle
 - ❖ the name of the promoter
 - ❖ the address of the promoter (this can be the group's address)
 - ❖ the date of the raffle
 - ❖ confirmation that the raffle has been registered with your local council
 - ❖ Tickets can only be sold to those aged 16 or above.
 - ❖ Tickets must all be sold for the same amount, but there is no maximum ticket price.
 - ❖ At least 20% of the proceeds must go to the charity or 'good cause'. This means that up to 80% can be spent on prizes and expenses. There can be no private gain.

If people are buying books of tickets rather than single tickets don't forget to write the name and contact details on each ticket stub! And each ticket stub needs to go in singly other wise that person has bought a five chances of winning but only really been given one!

If you hold a tombola and people have given prizes for that particular event, all the prizes should be awarded at the time and not kept back for a different event at another time.

Bingo & other games of chance

The Gambling Act 2005 states that you do **not** have to have a licence to play bingo, or run a race night as long as you are playing for 'good causes' or as members of a club.

Good causes:

- this can only take place at events when none of the proceeds are being used for private gain
- players must be informed of the 'good cause' that will benefit from the money raised
- you can play either 'prize bingo' or equal chance' bingo.

Prize Bingo:

In prize bingo all the prizes are put up in advance and are not dependent on the number of players or amount of money collected. There are no limits on the amount of money you can collect for admission fees or ticket sales, or on the value of prizes paid out.

Equal chance bingo:

In equal chance bingo the amount of money paid out in prizes is dependent on how much is collected in admission charges and sale of tickets

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Race Nights

The regulations for Race Nights are very similar to those for bingo. You can run a **Prize Race Night** following the guidelines for prize bingo above, or an **Equal Chance Race Night** following the guidelines for Equal chance bingo above.

Street Collections

You need to apply for a licence for a street collection or to collect money at events and in public places. Contact Derbyshire Dales District Council Tel 01629 761100

5. Good Practice

1. How are you going to keep a record of your supporters, how long are you going to keep that record for, are you going to write to them again and have you told them that? Do you have access to a shredder to destroy people's details once you've finished with them?

Personal data must be collected and dealt with appropriately - whether on paper, in a computer, or recorded using other media - and there are safeguards to ensure this under the Data Protection Act 1998.

2. Can you make a risk assessment of the venue and the fundraising activity? Have a 'what to do if it rains' plan.
3. Make sure people know which charity you are from and what you are raising money for; if your service is not immediately attractive to the public or to funders make sure that you are able to explain the benefits, such as if it saves money and how many people benefit
4. Ask permission from people, particularly their property, when looking to put posters on fences, etc
5. Make sure your fundraisers have access to a drink and know where the toilets are and that you have timetabled sufficient breaks
6. Involve all ages if possible

6. Good Ideas

1. Sponsor a roof tile, kitchen tile or brick
2. Open Garden(s)
4. Garage Sale (could combined with open garden and teas)
3. Coffee morning
4. Quiz – local photos, cryptic, general knowledge, etc
5. Collect recipes and sell a pamphlet
6. Auction of promises
7. Spot the items in shop window not normally sold by that shop
8. Handicraft Show
9. Mile of pennies
10. Sponsored walk, swim, litter-pick, etc
11. Knitting the longest scarf
12. Fete ideas – welly wanging, where will the cow poo? Ball in the bucket, etc
13. Car Boot Sale

7. People and Groups to approach

1. Who do you know? Someone who might be able to supply items for a stall or supply stationery or a prize for the competition
2. Where do or did people associated with you group work? Would your company or work-place offer some support either in money / prizes / equipment / staff time.
3. Approach groups in the community to help man a stall or entrance (maybe give a donation afterwards to the group as an appreciation of their help)

For more information or advice please contact us at DDCVS.
Tel 01629 812154 or email enquiries@ddcvs.org.uk

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