



## **Events**

If you are planning to hold an event to raise money for Lingen Davies, please come and discuss it with a member of the Fundraising team. We have supported a lot of events and we are very happy to provide advice, support and (where we can) resources to make sure your event is a success!

Some of the important things to consider in your planning...

### **Risk Management**

Every precaution must be taken to avoid any loss, damage or injury at an event.

The Charity does not encourage the use of 'Bouncy Castles' or inflatables at an event. If an inflatable is used, the onus is on the organiser to ensure there is adequate and suitable insurance cover.

Organisers must abide by statutory laws.

Only reputable companies and suppliers should be used.

Any potential risk should be discussed with the Fundraising Manager.

Adequate First Aid cover should be provided at events.

Large scale events assessed as a high risk, either financially or otherwise should be avoided.

The event organiser shall carry out a 'risk assessment exercise' prior to the event. ('Event Risk Assessment Registration Forms' available from Fundraising Office.)

Although our Charity does not exclude 'dangerous sports' as a form of fundraising, our Fundraising Staff should not get directly involved in such an event.

The fundraising staff can help with tickets, posters, promotional material and publicity.

### **Licences**

If there is any music (a live band or CD's etc.) at an event, and tickets are sold to the general public, please check that the venue already has an Occasional Events Licence (especially schools and village halls, as not all venues possess one).

The same licence is required if any alcohol is to be sold at an event. (This cannot be avoided by including a glass of wine in the price of the ticket).

The Fundraising Staff will help you to obtain a 'Temporary events notice' from the council if you need one.

## **Insurance**

Organisers are urged to check that they are adequately insured for their event.

The Charity cannot be held responsible for any loss, damage or injury incurred at an event organised by a member of the public or other organisation.

Individuals contemplating a sponsored event are strongly recommended to obtain their own Personal Accident insurance.

Organisers must obtain their own public liability insurance, and ensure that any contracted companies are adequately insured.

Any queries regarding insurance should be discussed with the Fundraising Manager.

## **Money & Banking**

Money should be counted in a secure environment, in the presence of two people wherever possible. Money **must not** be added or removed to make the total a 'round' figure.

Cheques should be made payable to the 'Lingen Davies Cancer Fund', and not to any individual.

Charity cheques (CAF etc.) must be sent to Fundraising Office for processing.

'Match funding' letters can be obtained from the Fundraising Manager once the money raised has been received by our Charity.

All monies raised are to be handed over to our Charity within three months of an event or activity, unless agreed otherwise in advance with the Fundraising Manager.

## **Expenses**

Any possible out of pocket expenditure or costs should be discussed with the Fundraising Manager in advance. Personal fees or commission are not paid.

The Charity does not condone the purchase of prizes to raffle, goods to auction, or the deduction of cash prizes from the income.

The Charity cannot be held liable if an event suffers a loss.