



PSP Legal Guidelines PSP



We greatly appreciate the time and effort you put into raising money for us. So your event will run without a hitch, we have compiled some guidelines to keep you within the law during your fundraising...

Raffles and Lotteries



Raffles and lotteries have very complicated guidelines but don't let this put you off as they can be a great fundraising tool.

You won't need a license as long as:

- No more than £250 is spent on prizes (donated gifts can be of any value)
- No cash prizes are given
- Tickets are only sold on the event premises and the results are announced on the night the tickets are sold.

Tickets must not be sold by or to under 16s

For more information consult

www.gamblingcommission.gov.uk or contact the Fundraising Team on 01327 322419.

Arranging Events

You must ensure that your venue is suitably licensed for your event.

Events that involve music and dancing:

- If the event is deemed by the local authority to be for charity then they should provide the license free of charge

The sale of alcoholic beverages:

- You will need permission for alcohol to be sold at any event under the Licensing (Occasional Provisions) Act. It is possible for a local Landlord to apply for the license for you and then run the bar at your event.

Flyers, posters, leaflets:

- It is important that our Charity Registration Number 1037087 appears on all printed documents



Collections

You must obtain a permit from your local authority if you are collecting in a public place or on the street.

If you are collecting in a privately owned place i.e. a pub or supermarket, you must obtain written permission from the owners.

Collection Box Requirements

- Ensure boxes are properly labelled with our name and registered charity number
- Open the box and count the money at the venue, with at least two people present.



For further information please email events@pspeur.org or call 01327 322419



PSP Health and Safety



It is important that any event you organise complies with Health and Safety legislation. If you are in any doubt please contact the Health and Safety Executive or visit www.hse.gov.uk



Children and Vulnerable Adults

If your event involves children and/or vulnerable adults then consent must be obtained from parents, guardians or carers prior to the participants taking part in the event. You should also consider the ratios on supervision, and question whether background checks or Criminal Record Bureau checks should be made before the event.



First Aid

Always ensure you have sufficient First Aid equipment and a suitably qualified First Aider at any event. If the event involves large numbers of people, St Johns Ambulance may be able to attend.

Food Safety

If you are intending to sell food to raise money you will need to ensure your operation complies with Food Safety and hygiene legislation so that the food is safe. Certain fundraising activities may not have to meet all legislation requirements of a food business, but for further information please contact the Environmental Health Department or your local authority.



Insurance

For any event where the public are involved you must have Public Liability Insurance. For high risk participation activities such as parachuting, you must ensure you have specialised insurance. If you are unsure if this is provided by the organiser, contact National Office for more information.

Product Safety

New and used products sold for the benefit of the PSP Association must comply with current Product Safety Legislation. All products sold must also be accurately described to avoid mis-description of the goods. For more information contact your local trading standards or consumer departments

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