

Keeping it Safe and Legal

Collections

You need a permit to collect money in a public place, which can be granted your local authority or Metropolitan Police. In private locations like pubs, or shopping centres you'll need to seek permission from the business owner.

Lotteries and Raffles

If you've decided to hold a raffle, you should draw the winner on the same day as you sell tickets, or only sell tickets to a closed group, otherwise it may be counted as a lottery and you'll need a licence. Guidance can be found online at [The Gambling Commission](#).

Selling Alcohol and Live Music

If you plan to sell alcoholic drinks or have live music playing at your event you will also need a licence. These licences may be included in any room hire you have but always check if this is the case.

Food Hygiene

Whenever food is served at an event, you should ensure there are adequate facilities to prepare and serve it safely. Food handling procedures should also ensure safe storage, display, and avoid exposing food to risk of contamination. Food handlers must also receive adequate training and supervision.

Public Liability Insurance

Family Action can't accept any liability or responsibility for anything that might happen to people or property as a result of your fundraising. If you're planning an event that involves the general public then you will need public liability insurance in case of injury or accident. This may be included in any room hire but please confirm this with the venue and check what is and isn't covered.

Children

If children under 16 are involved in fundraising in any way, please make sure that they have permission from a parent or guardian and that they are properly supervised by a responsible adult. Children should never approach strangers about fundraising.