



Brighton Women's Centre  
22 Richmond Place  
Brighton, BN2 9NA

## Guidelines for Safe and Legal Fundraising

Fundraising can be a lot of fun, but it is important to remember that your event must be safe and legal. We have put together some general fundraising guidelines, but if you have any questions please do get in touch.

### Collecting Funds

If you are using collection tins or buckets they will need to be supplied by Brighton Women's Centre and properly sealed and numbered.

You need a licence from your local authority to collect funds in public. If you are collecting on private property you need permission from the landowner or manager in writing.

You can return full tins or buckets to us to count.

### Raffles

There are complex laws relating to holding a raffle and these need to be observed.

If your raffle is part of an event and tickets have all been sold at the same price then you can use cloakroom tickets.

For other raffles you need a lottery licence and printed tickets – latest information can be found at [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)

If you are sourcing raffle prizes Brighton Women's Centre can provide you with a letter to confirm your fundraising – please contact us for this.

### Licence

Depending on what type of fundraising event you are holding you need to talk to your local authority to see if you need a licence.

There are different types of licences, you need a licence for some types of entertainment including live music. Alcohol licences also apply.

### Insurance

Please note that Brighton Women's Centre cannot accept any responsibility for accident, injury, loss or damage as a result of your event.

We therefore strongly recommend that you check that you have adequate insurance and that you take all reasonable steps to ensure the safety of all concerned.

You will also need to check any third-party supplier's public liability insurance.



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## Events

Ensure your event is planned efficiently and safely. You will need to consider:

- Is the venue suitable for what you need? Make sure you meet with the manager to discuss everything.
- What equipment do you need to use – is this supplied or your own? You need to make sure it meets all lawful requirements.
- Do you need to have a first aider and / or an emergency procedure in place? For more information check out [www.sja.org.uk](http://www.sja.org.uk)
- Have you thought about food hygiene and how you will put this into practice? A catering company must have a procedure in place. Visit [www.food.gov.uk](http://www.food.gov.uk) for more advice.
- Identify the potential risks and hazards and minimise them wherever possible.
- Will there be children at your event? If so children will need to be adequately supervised.

## Fundraising Materials

All of your fundraising materials should make it clear that you are fundraising in aid of Brighton Women's Centre but that you don't represent the charity. Your materials should include our logo and registered charity number and state that any money you collect will be going to Brighton Women's Centre.

Please email [supportercare@womenscentre.org.uk](mailto:supportercare@womenscentre.org.uk) if you would like help with any promotional material for your event as you cannot use our logo without our permission.

For more in-depth information on the Code of Fundraising Practice visit [www.fundraisingregulator.org.uk/code](http://www.fundraisingregulator.org.uk/code)

