



## LEGAL & USEFUL BITS

Fundraising should be fun, but it's important that everything is safe and legal, for everyone involved. Plan ahead, and you'll get things right.

### PERMISSION

If you're holding an event in a public place, you must get permission first, either from the local authority or the property owner.

### PHOTOS

If you plan to take photos of other people, make sure you get their permission first and let them know how you will share the photographs.

### FIRST AID

If you're holding an event involving many people, make sure that you have appropriate first aid support in place. You can get advice from [St John Ambulance](#) or the [British Red Cross](#).

As a basic guide there should always be someone on hand to help for smaller events, but for larger events involving around 500 people there should be a minimum of two qualified first-aiders on site.

If your event is even bigger than this, please give our fundraising team a call on 01848 331100.

### INSURANCE

If your event involves the general public, it's important to have Public Liability Insurance in place. Check first to see if your venue already has this (as will often be the case). If you're holding an event at home or on private property, check your insurance covers this too.

### FUNDRAISING WITH FOOD

To keep everyone safe, check [Food Standards Agency](#) guidelines on preparing, handling, cooking and storing food.

### PUBLIC COLLECTIONS & LOTTERIES

If you are planning to hold such an event, please call our team first as you may need a license. You can call us on 01848 331100.

### DATA PROTECTION

Only collect the information you need. Keep it safe, do not share it and only keep it for as long as you need.

If you have any questions regarding your fundraising and the law, please call us on 01848 331100. We'll be more than happy to help out.

### IF YOU ARE UNDER 18

If you're aged under 18, you'll need to get permission from a parent or guardian to raise money for HALO.