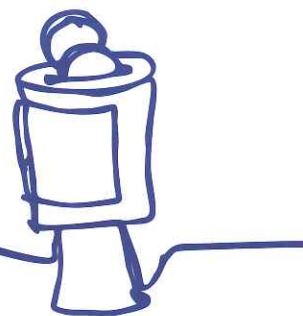


Fundraising and the law



Everything you do when you are raising money for Mind needs to be both legal and safe. There are a number of guidelines you will need to follow. If you are unsure about any aspect of your fundraising, please contact us on 0844 448 4452 or email events@mind.org.uk

Raffles and lotteries

- Lottery or raffle tickets must not be sold by, or to, anyone aged under 16.
- You'll need to apply to the local authority or council for a licence to hold a public lottery or raffle.
- Private lotteries and raffles do not need to be licensed as long as tickets are only sold to members of a club or to staff within a workplace.
- Raffles held at social events do not need to be licensed as long as the raffle is not the sole reason for the event, tickets are only sold on the premises and the winners are drawn and announced at the event.

Collecting money

- The legal minimum age for collecting money is 18 years in London and 16 elsewhere.
- To collect on private property (like a supermarket, station or pub) you need to get the permission of the manager.
- To collect on the street you need to get a licence from the local authority or police.
- Please contact us if you are planning to hold a collection so we can provide you with more information on collecting guidelines and issue you with collection tins.

Health and safety

- Please do not do anything unsafe or illegal as Mind cannot be held responsible.
- You should complete a risk assessment for each event to consider how any risks are going to be minimised and how to deal with emergencies.

Insurance

- Mind cannot accept any liability for any event you organise, so it is important that you secure appropriate insurance cover.
- Most venues will have their own insurance and you will need to check any liabilities to the public are covered to protect yourself as well as your audience.

Entertainment

- If you are planning on having any form of entertainment (music and dancing) at a venue that does not have a Public Entertainments Licence, you will need to get one from your local authority (licences are free for events with charitable purposes).

Food and drink

- If you are providing food at your event, every person involved in the preparation and serving must have a basic understanding of food hygiene.
- If you are selling alcohol at your event, you must get an alcohol licence from your local authority.

Useful websites

Fundraising

institute-of-fundraising.org.uk

how2fundraise.org

Raffle and lottery regulations

gamblingcommission.gov.uk

Food safety and hygiene

food.gov.uk