



Making your fundraising event safe and legal

Fundraising for The Urology Foundation is an opportunity to raise much needed funds, increase awareness of urological conditions, make new friends and of course, have fun!

We want you to have a fantastic event and enjoy being with family, friends and colleagues but thinking about safety and any legal issues is extremely important.

Below are a few things you need to think about. This list is not exhaustive and you will need to think - is it safe, is it appropriate, is it legal?

If you are unsure, please contact us on 0207 713 9538 or info@theurologyfoundation.org

- **Give yourself plenty of time** to organise an event. This will help to ensure you plan it well and you consider everything from security, safety and getting insurance to toilets, catering and storing coats. See the [Fundraising Ideas](#) list on our website for more ideas.
- **Check with your local authority or venue** regarding whether you need any special licences such as a public entertainment licence, a licence to sell alcohol, Food Safety Certificate, Public Liability Insurance or a licence to hold a collection.
- **Carefully follow laws** relating to raffles and lotteries. For full guidelines please check with your local authority or visit gamblingcommission.gov.uk
- If needed, **find volunteers** to make sure your event is well managed. If there are children at your event, consider adult supervision and background checks.
- **Count money with two people present** and store it securely or pay it into the bank straight away.
- **Confidentiality and privacy** - not everyone wants their donation or gift acknowledged in a brochure or speech, or likes their photo being taken.
- Remember to **“walk it through”** as if you were a guest attending the event. For example - consider the venue entrance, toilets, coat/bag storage, emergency exits, slip and trip hazards, catering, seating, first aid box or first aider, entertainment and contact numbers for the people managing the entertainment, what happens in the event of bad weather?

Please note that The Urology Foundation cannot accept any responsibility for your event, or anyone participating in it