



## Legal Stuff

*When people fundraise for charity they are governed by certain regularities, these are primarily to protect members of the public from fraud. To help you to avoid encountering any problems please note the following tips:*

### Registered Charity

On all printed documents that you use such as letters and posters, you must state that **Georgie's Fund is a registered charity no: 1104842**. This is a legal requirement under the **Charities Act 1992** so please obey the law. During your fundraising you will be representing Georgie's Fund so please keep within any limitations that you may come across.

### Collections in Public Places

If you intend to collect with a Georgie's Fund tin then you will need to acquire a '**Street Collection Licence**' from your local authority. There are a limited number of these issued and you will need to apply at least a month before.

### Collections on Private Property

The definition of a public property is any location where the public has unrestricted access at all times. Train stations and shopping centres for example are not classed as public places as they are closed all night. To collect on private property such as a shopping centre or train station you just need permission from the store/station manager.

### House Collections

If you intend to collect "door to door" or in pubs or businesses you need a '**House to House Collection Licence**' which can be obtained from your local authority. You must be over 16, have a letter of authorization from Georgie's Fund and have an official Georgie's Fund collection tin.

### Lotteries and Raffles

To hold a lottery or raffle on behalf of Georgie's Fund you will need a '**Lotteries Licence**' from your Local Authority UNLESS your lottery or raffle is part of a one off event, dinner or talk in which case no licence is needed. This would be classed as a small lottery and providing that tickets are only sold during the event and there are no money prizes (gift and store vouchers are fine) you will be ok. You must also draw the raffle at the event and not spend more than £250 on prizes unless they are donated.

### Alcohol

If you will be selling alcohol at your event you need to make sure that you have a licence to sell alcohol which currently you can obtain from your local court (from Nov 2005 from your Local Authority), if your event is open to members of the public you need to also check that the premises have a 'Public Entertainment Licence' if it is for invited guests only you will need to have a 'Private Entertainment Licence'.

As from 7<sup>th</sup> Feb 2005 the new 'Licensing Act 2003' comes into effect with some fairly major changes happening. Please contact your local authority to see how these changes will affect you and your event.

### Insurance

Georgie's Fund cannot accept any liability for your fundraising/event. If you need insurance you will need to take it out yourself.

*If you require any further information please contact us. It is essential that you understand the many legal requirements so that you do not get into trouble.*

Thank-you for your support ☺