

EVENT CHECKLIST

- Make sure children are always supervised at events and please do not allow children to collect money.
- Please do not carry out house to house collections - it is illegal without a special licence. Please do not collect money in the street unless you have a street collection licence.
- Please make sure you have first aid cover if you are organising a larger event, we can provide you with contact information for St John Ambulance or the British Red Cross.
- Please check with your local authority whether you need to obtain special licences e.g. public entertainment, collection or alcohol.
- Please tell us if you intend to run a raffle, we need to advise you on the latest rules.
- To check food hygiene rules please visit www.food.gov.uk or contact the local council.
- You will need to look at insurance - please discuss this with us.
- We are grateful for your support but cannot accept liability for any fundraising activity or event you undertake to benefit the Sowenna Appeal and the Cornwall Partnership Foundation Trust Charitable Fund (Reg Charity No 1058366)
- Gift Aid

