

# The Nitty-Gritty



*Whilst you get busy fundraising, just keep in mind that there are a few **rules and regulations** governing events and activities that involve the public. Here's our advice.*

**General:** The best advice to start with is to check with your local Council about the permissions/licences/health and safety issues that could relate to your fundraising activity or event.

**Raffles and Lotteries:** There are laws governing raffles and lotteries so make yourself aware of the legislation. Helpful websites:  
**[institute-of-fundraising.org.uk](http://institute-of-fundraising.org.uk)**  
**[gamblingcommission.gov.uk](http://gamblingcommission.gov.uk)**

**Entertainment:** If you are planning to have some form of entertainment in a building, which does not already hold a Public Entertainments Licence, you need to get one. Your local authority should provide this.

**Insurance:** Make sure you have public liability insurance in place. Some venues will already have this covered so it is worthwhile checking with them.

**Safety First:** Make sure your event or activity is safe for all those who will take part. Your local authority should be able to advise you. You should consider First Aid, Health and Hygiene if you are providing food, Child Safety etc.

**If in doubt – please ask! We are here to help: 0131 662 5160**