

# The legalities .....

To ensure that you, and we, comply with legal regulations can we please ask that you adhere to the following:

## Alcohol

A licence is always required if alcohol is being provided at an event. It is not possible to 'get around' this by stating that drinks are included in the ticket price (as you will have already have allowed for this in the price of the ticket!) This often also covers inviting participants to bring alcohol to an event.

## Food

There are food hygiene procedures which must be adhered to when food is available to purchase at an event. The food hygiene procedures require food operators to be registered. Please contact your local environmental health and Food Standards department must be contacted for further information if food is to be available for purchase at an event.

## Public Collections

Any collection which takes place in a public place requires a licence so please contact us well in advance so that we can organise this ... full guidelines relating to public collections are available from your local council and they must be strictly adhered to. To collect on private property you must have written confirmation from someone who in authority i.e. shopping centre manager etc. **Please do not undertake any collection without informing us in advance.**

## Publicity materials

All publicity materials must include the Dove House Hospice Registered Charity Number, which is: 509551 and our official logo. Please contact us in advance of any publicity material being planned and/or printed for permission to use these.

## Raffles

Where a raffle is promoted and drawn on the same day and is part of an event, there is no requirement for a licence.

Where a raffle/prize draw is promoted over a period of time it is a requirement that a licence be obtained from the local authority ... this will require a promoter to be named who will be responsible for the running of the raffle/prize draw. Ticket sales must not exceed £20,000. A list of prize winners must be published.

Due to licensing restrictions because we operate a lottery ... we are not allowed to hold any draw on a Friday!

## Use of our official logo and Registered Charity Numbers

When materials used during an event, to publicise an event or in any other circumstances, it must be made clear that although the event (or part of the event) is in support of Dove House Hospice, the event is not organised by Dove House Hospice and that you are not acting as our agent. Dove House Hospice shall not be held liable for events organised by third parties.

**We are here to help, if there is anything you are unsure about please get in touch with the Appeal Office.**

Tel: 01482 785744

Email: [loveyou2@dovehouse.org.UK](mailto:loveyou2@dovehouse.org.UK)