

# Keeping it safe and legal



The North West Air Ambulance Charity cannot be held liable for **accidents, injuries, loss or damages** as a result of your event, so we want to provide you with as much information as possible to keep it safe and legal.

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## Permission



If you're holding an event in a public place, you must get permission first, either from the local authority or the property owner.

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## Data protection



Only collect the information you need. Keep it safe, do not share it, and only keep it for as long as you need. If you have any questions regarding your fundraising and the law, please call us on 0800 587 4570. We'll be more than happy to help.

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## Photos



If you plan to take photos of other people at your fundraiser, please make attendees aware.

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## Insurance

If your event involves the general public, it's important to have Public Liability Insurance in place. Check first to see if your venue already has this (as will often be the case). If you're holding an event at home or on private property, check your insurance covers this too.

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## Public collections and lotteries

If you are planning to hold a raffle, a street collection, or lottery please speak to your regional fundraiser to check if you need a license and that you are following all the guidelines. The latest information can be found on the gambling commission website.

## Other fundraising which may require a licence

In addition to public collections and lotteries some other things require a licence too, such as using recorded music or putting banners and signs in public spaces. Please contact your local authority to find out which licences you need for your fundraising.

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## Fundraising with food

To keep everyone safe, check the [Food Standards Agency guidelines](#) on preparing, handling, cooking and storing food.



Registered with  
FUNDRAISING  
REGULATOR



NORTH WEST  
**Air Ambulance**  
CHARITY

Registered Charity no: 1075641