



## **Run an Event – We Can!**

We can all do things we never thought we could.

You may have dreamt of something nobody has done as yet – now you can!

### **What can we plan?**

Think of things you enjoy or would like to do and the chances are others do too.

- + If you are active how about a sponsored walk, ride or swim?
- + If you are creative maybe a stall with paintings etc?
- + Are you a baker – a cake stall?

For any sales ideas there are usually a couple of fun days at Barnfield where you would be welcomed with open arms.

- + Any of you outgoing sociable people could even have a fundraising evening at a friendly, helpful local establishment, perhaps a quiz, bingo, some other fun competition or just sharing food and drink.

### **Next steps**

Preparation to ensure all goes smoothly and raises money for Barnfield RDA.

- + Will your event charge entry?
- + Will you collect sponsorship via an online site or do it yourself? BT MyDonate is already available - just click on the button on our website. They will also claim back Gift Aid on our behalf.
- + If you have sponsorship forms please do include a Gift Aid option. This enables us to claim money back from the tax office!
- + Spread the word

Let as many people as you can know what you are doing, not forgetting local businesses.

Once all is done you can send us the money by cheque, or bank transfer, or via Barnfield website using BT My Donate .

- ✓ **Well done**, you have made a fantastic contribution to the ongoing work of Barnfield RDA.

**To help with the preparation let us point out legal issues and give you some useful associations for the project.**

## **Legalities**

**Food Hygiene:** food safety laws apply when food is available whether for sale or not. Contact the local Council for regulations at events or see **food.gov.uk**

**Licenses:** ask the Local Authority if any special licenses are required for your event

**Raffles:** no license is required if you run a small raffle on the day of your event. Check full regulations at **www.gamblingcommission.gov.uk**

**Risk Assessments:** identify any potential hazards at your event. Adequate first aid cover for the size of event is required. Check with the local Council for full details

**Collections:** house to house or public collections require a license

**Insurance:** Public Liability Insurance will be required for any event involving the public. Premises may hold the necessary insurance for your event .

## **Useful Contacts**

Cycling **britishcycling.org.uk**

British mountaineering Council **thebmc.co.uk**

Long Distance Walkers Association **Ldwa.org.uk**

Ramblers **ramblers.org.uk**

One stop aquatic resource **swimming.org**

River & Lake swimming Association **river-swimming.co.uk**

Outdoor Swimming Society **outdoorswimmingsociety.com**

Running **britishathletics.org.uk**

St John Ambulance **sja.org.uk**

Road Safety **highways.gov.uk**

Licensing **gov.uk/find-your-local-council**

Institute of Fundraising **www.institute-of-fundraising.org.uk**

My Donate **www.btplc.com/mydonate**

## **Tell us what your plans are**

If you want to discuss your ideas, or request anything to support your project, get in touch with us at Barnfield [fundraising@btinternet.com](mailto:fundraising@btinternet.com), or come along and talk to us.

Perhaps you would like to raise money for a specific item or service?

We can help your decision! We have a wish list for inspiration.

We can also help your fundraising via the website etc.



## Fundraising Information

Please print this form, complete it and return it to us at:

Barnfield Riding School, Parkfields Road, Kingston, Surrey KT2 5LL

I/We raised £.....

- I enclose cheque/s payable to Barnfield RDA, totaling £.....
- I am transferring the sum of £..... to BT MyDonate
- The funds have already been raised on BT MyDonate

What was your fundraising event?

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When did your event take place?.....

Would you agree to Barnfield RDA sharing your fundraising experience with other supporters? Yes  No

If YES, please enclose any photographs that you are happy for us to use

### YOUR DETAILS:

Title.....Forename.....Surname.....

Organisation or Group .....

Address.....

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Telephone No .

Home .....Work.....

Mobile.....

Email:.....

Please enclose your sponsorship forms with names and addresses to enable us to claim gift aid.