

Meningitis Now Event terms and conditions

Alcohol

Check if the venue is licensed or contact your local council to find out about a temporary licence.

Children

Never allow under 18s to fundraise alone. Always accompany them on their activities.

Collections

It is illegal to carry out house to house or public street collections without a licence from your local council (or PSNI in Northern Ireland). If the collection is on private property, seek permission from the owner.

First Aid

Ensure your event has adequate cover. Contact St John Ambulance or St Andrew's Ambulance for assistance at your event.

Food

Contact your local council for food hygiene regulations at events or visit www.food.gov.uk

Helpers

Please provide them with all health and safety information and what to do in case of an emergency.

Insurance

Confirm what public liability insurance the venue operator or owner has and that it covers owners' liability risks. Please contact us for guidance.

Licences/raffles

Check with your local council if you require any special licences e.g. public entertainment, collection, small lotteries or alcohol. For raffles/lotteries guidance, please visit The Gambling Commission.

Money

Make sure you have a lockable box to keep money in. Never put yourself in a vulnerable position whilst carrying money. Please ensure there is at least one other person present to witness how much has been counted and raised.

Risk assessment

Identify any hazards, evaluate and minimise any risk at your venue/event. We can provide a sample template. Some venues require them. Further information can be found at www.hse.gov.uk Please note: Whilst we are very grateful for your support, Meningitis Now cannot accept liability for any fundraising activity you undertake in aid of us. If insurance is required, please ensure you have arranged this prior to your event. A little planning helps the day run smoothly!

There are a few laws that govern fundraising activity and we want to make sure you are aware and take account of them. If you have any questions or want to double check anything listed below, please contact us. We're here to help and support you. Call us on 01453 768000 or email info@meningitisnow.org

Money raised

Please ensure that any money raised for Meningitis Now is paid as soon as you are able. You can do so in the following ways.

By post

Please send your payment in the form of cheque or banker's draft to:
Meningitis Now, Fern House, Bath Road, Stroud, GL5 3TJ.

It is not advisable to send cash through the post. Please make cheques payable to 'Meningitis Now' and include your name,

address and fundraising event. Please note that we also still accept cheques payable to Meningitis UK and the Meningitis Trust.

At the bank

You can pay monies directly into your nearest branch of NatWest, Royal Bank of Scotland or Ulster Bank, using our Meningitis Now paying-in slips. Please ensure you use our slips instead of general bank ones as we will have no way of tracing your kind donation. Paying-in slips are available on request by calling 0345 120 4530 or emailing info@meningitisnow.org

By debit/credit card

We are able to process donations securely over the phone by calling 0345 120 4530.

Online

You can set up your own fundraising pages with Virgin Money Giving at www.virginmoneygiving.com/meningitisnow or JustGiving at www.justgiving.com/meningitisnow Fundraising via this method is paid to us weekly and will show up on your supporter record two to three weeks after payment, due to the administration process with Virgin Money Giving and Just Giving. Please allow for this delay in our thanking.