



Events - Frequently Asked Questions

Insurance

Parity for Disability's public liability insurance would not cover you and your event. In most cases, for public and/or hazardous events, you may need public liability cover in place. For private events this may not be necessary. Public liability cover will protect you against any possible claims made by third parties for injury or property damage because of negligence. Please seek advice if you're unsure.

Food Safety

Food hygiene is vitally important. If you are serving any food at your event please take great care when handling food and work to basic rules for safe preparation, storage, display and cooking.

Natasha's Law

Members of the public are not subject to the food standards regulations or Natasha's law (even if products were to be wrapped in cling film etc).

Where a school or organisation is "hosting" the event and inviting the public to donate goods, again they would not be subject to this regulation.

If a school or organisation is a registered food business and supplies their own products they would be subject to the regulation (as for any products they produce).

It is considered best practice to list allergens where possible, but as above not a legal requirement for the public. For more information please visit the Food Standards Agency website www.food.gov.co.uk

Health and Safety

Always follow the professional advice of equipment manufacturers and staff supervising any facilities. You will be responsible for carrying out a risk assessment for your event to find, reduce and control the risk to all those taking part and members of the public who may be attending. Parity for Disability cannot accept liability for any loss, damage or injury suffered by yourself or anyone else as a result of taking part in a fundraising event organised in support of Parity for Disability.

Are you holding a raffle or prize draw?

There are strict legal requirements about the organisation of raffles, lotteries and prize draws. If you are holding a raffle on the same day as the tickets are sold and drawn you won't need a licence. If the tickets are sold before the day of the draw then you will need to obtain a lottery licence from your local authority. Please contact us.

Tickets cannot be bought by people under 16.

You won't need a licence if you are organising a private lottery at work or a club as long as it takes place on the premises and the tickets are only sold to members or employees. More information about these rules can be found on the Gambling Commission webpages.

If you want to approach local businesses and or companies to source prizes, please come and speak to the Parity fundraising team first, just in case we already have a relationship that will help, or have recently made contact with the same business.

Publicising Your Event

In publicising your event, please use the 'in support of' Parity logo available on the PariTea webpage, so that those who want to be involved will understand that they should liaise with you directly. We'll be able to provide you with leaflets and information about Parity.

What is Gift Aid?

Gift Aid is a Government scheme that enables charities to reclaim the income tax and/or capital gains tax that supporters have already paid. To allow us to claim this back, you must be a UK taxpayer and have paid sufficient income and/or capital gains tax to cover the amount of all Gift Aid donations made for that tax year. Donors who have not been charged sufficient tax to cover the income tax deducted from their Gift Aid donations are responsible for paying any difference.

A Gift Aid donation means we can increase your guests' donations by 25p for every £1 - without costing them another penny!

Parity for Disability is able to reclaim tax on voluntary donations made by your guests once they have filled in all the spaces on your Gift Aid form, and ticked that all-important Gift Aid box.

Please note: Only personal donations are eligible for Gift Aid. If guests have made a purchase (for example, ticket for entry) or if they've paid for a chance to win a prize, this amount is not eligible for Gift Aid.

Gift Aid does not apply to non-UK taxpayers, Isle of Man and Channel Island residents.

How do I pay my money in?

There are a variety of ways to pay in your donations:

Online

Head to www.parityfordisability.org.uk where you can donate safely and securely – just let us know you're sending the funds this way so we can look out for them.

Post

Send your donations to; 94 Whetstone Road, Cove, Farnborough, Hants, GU14 9SX

Bank Transfer

Account Name	Parity for Disability
Bank	CAF Bank Ltd
Sort Code	40-52-40
Account Number	00012044

For any other questions or if you're in need of help please do not hesitate to get in contact on 01252 375 581 or e-mail fundraising@parityfordisability.org.uk.

You can learn more about us at www.parityfordisability.org.uk.

Parity for Disability is a registered charity no. 1071571.