## A5.18 Draft policy with respect to charity fundraising activities utilising Parish Facilities, (for consideration by Amenities Committee 5 February 2018)

The Parish Council will consider requests for direct financial donations to local charities under its Grants policy and all such requests shall be made using the appropriate application form.

Requests to use Parish Council amenities for charitable fundraising events shall be made in writing to the Clerk.

The Parish Council will consider each request to use its facilities for charitable fundraising on merit but will particularly consider the following:

Registered charities – The Parish Council will usually require evidence that the benefiting charity is registered with the Charities Commission, (eg. by requesting the registration number of the charity).

Local charities – The Parish Council will give preference to charities having a local base or providing a clear benefit to local residents. Evidence of local benefit will be requested at the time of application.

Feedback and evidence of fundraising donations being passed to the relevant charity will be requested after the event. The Council reserves the right to report the event on its website; in the local press and on social media as it sees fit, with due regard to the Data Protection Act 1998.

The Parish Council will only grant permission to use its facilities free of charge where there is no direct financial cost or loss to the Parish Council from the loss of regular hiring revenue or additional preparation or restoration works before or after the event. This includes additional cleaning; litter removal; heating or lighting costs or staff attendance. (This list is not exhaustive). Where there is a demonstrable cost for the use of the facilities the Council reserves the right to recharge these costs to the organisers of the event. The Council may require the payment of a refundable deposit to defray any costs that may arise as a result of the event.

The Parish Council will generally require the completion of a suitable risk assessment by the user of the facility and for the Council to be indemnified against any public liability claim. Where an event will include for the sale of food or drinks, the organisers will be expected to hold the relevant hygiene certificates.

Where the organisers wish to provide entertainment, they will be required to demonstrate that they have all necessary licenses. (This does not apply to private parties).

Where the organisers wish to run a raffle, they should demonstrate that they have registered the raffle with the licensing authority.

Where the event provides entertainment for children, the organisers shall demonstrate that they will not exceed the recommended ratio of supervisors to participants and supervisors should hold a current DBS certificate.

Applicants wishing to provide a bouncy castle must provide full time supervision and separate public liability insurance for its use.