



# T3SC Factsheet 9

## holding an event

Most groups, at some time, will be holding an event. An event can be anything from a street party or a school fete to a demonstration or a public meeting. However an event of any kind usually involves some sort of public gathering, and can often involve the hiring of premises, or the sale of food/drink. As a result there are quite a few legal considerations to think about.

An event of any kind therefore can take a great deal of planning and preparation. Listed below are some of the considerations you need to keep in mind when planning any kind of event.

The first thing you need to do is to take a look at your organisation's Governing Document (usually called the constitution). You must check that what you have planned fits in with your stated Objects. If the constitution makes any restrictions on the kind of event that you can hold then you must abide by these restrictions.

### **Before you start there are a few questions you need to ask yourselves**

- What kind of event do you want to hold?
- What is its aim? (eg fundraising, social, raising awareness, something else)
- Have you got a plan/budget for the event?
- What do you need to make it happen?
- Is it realistic?
- Are there any initial costs?
- How will you cover these?
- Who will the event be aimed at?
- How will you publicise it to this group?
- What will the benefit to your organisation be and is it worth it when compared to the time, effort, cost etc?
- How big will the event be?
- Does it need to attract a certain number of people to break even?
- When will the event be?
- Are there any (similar) events that you need to ensure you don't clash with?
- Is there enough time to organise it?
- Do you have enough people/staff/volunteers to organise/run the event?
- Where will the event be?
- Is it accessible physically and geographically to the group you want to aim at?
- Is the venue available?
- What will it cost?

### **There are also legal considerations.**

The Licensing Act 2003 came into force in November 2005.

The pre existing six licenses - for selling alcohol, public entertainment, cinema, theatre, late night refreshments and night cafes are now streamlined into a single system. If you want to do any of these things and the premises you are using is not licensed then you may be able to get a temporary license for a special event. For more information contact T3SC

Other laws that may apply to your event include

- Copyright (eg if you are performing or playing music)
- Health and safety (you have a duty of care to ensure the safety of everyone involved in, and attending, your event)

- Food hygiene (if you are selling food and drink. This covers things like ventilation and waste disposal as well as the obvious matters like keeping things clean and at the correct temperature.
- Public order (if you are gathering in a public space or organising a demonstration)
- Fundraising (there are laws concerning lotteries, street collections and games such as bingo, roulette etc).
- You may need to notify the police or local authority about what you are doing.

These are just a few of the more obvious areas of law to consider. There may be others

### **Other points to consider**

- It is very important to make sure that you are properly insured (see fact sheet 21)
- make sure any equipment you are using is safe, appropriate and that several people know how to work it. For example, how many events have you been to where a poor PA system made it hard to hear the speakers and nobody knew how to fix it?
- Do you have a 'plan b' if something goes wrong, for example if there is bad weather or a star guest does not turn up?
- If you are providing food, is it suitable for a wide range of people (eg are vegetarians catered for?)
- Is there anything you can do to encourage your target audience to attend, eg providing a creche or transport?
- On the day, try to make sure people have specific jobs and know what is expected of them
- Good communication between everybody is essential on the day and beforehand
- Checklists are a very useful tool! Whatever kind of event you are having there will be lots of things to think about - from cash floats to having enough seats and rotas for refreshments
- Do you need first aiders or any kind of outside experts?
- Do you need to think about security of cash, equipment or individuals?
- Who will be around at the event of the event to help clear up?
- Who is responsible for publicity and promoting your event (see fact sheet 11)
- Try and get somebody to take photographs and keep a record of the day. You may also want some way of obtaining feedback from people who attend
- A box of sundry useful things - marker pens, paper, sticky tape, string, safety pins, mobile phone etc will almost always prove invaluable
- Don't forget to thank everyone who has helped out. Events can be very hard work to organise but are usually fun too and very worthwhile

**for more info please contact T3SC**  
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