It is best to inform your local authority and check with them for any legal permissions you should consider when planning your event. Depending on your event you may well need to license your activity. For example you may need a public entertainment license for events such as sporting events, plays, films or dances. Your local authority can advise you about this.

Statutory notice periods to your local authority depend on the type and size of your event so you will need to check in advance.

**INSURANCE**

You will need to consider whether and how your event could be harmful to organisers, guests, volunteers and the public – how can you minimise any risk? Check that any third party suppliers are adequately and currently insured. Any reputable supplier will have Public and Product Liability Insurance so ask to see it. The amount insured for will differ depending on the size of the company. Any activity you do must be covered by an insurance policy, as a minimum this will usually be Public Liability Insurance.

Please note that the International Children’s Palliative Care Network (ICPCN) cannot accept responsibility for accident, injury, loss or damage as a result of your event. We therefore strongly recommend that you check that you have adequate insurance and that you take all reasonable steps to ensure the safety of all concerned.

**ENTERTAINMENT**

If you are running an event such as a dance, sports event or play, you may need a Public Entertainment License. Check with your local authority.

**IMPORTANT INFORMATION**

When collecting donations you must carry a copy of the letter or license granting permission to collect. Collection tins must be sealed and not shaken.

Always ensure two people are present when counting money and store money in a secure place.

**Remember to let us know when you are running an event so we can provide any help or support you might need!**