



# FACTSHEET 9

## 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.

### 1: What does your Constitution say?

The first thing you need to do when planning any kind of event 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 and the powers that you have to carry out those Objects. If the constitution makes any restrictions on the kind of event that you can hold then you must abide by these restrictions.

Other than this primary question there are certain things that need careful consideration when planning an event. These can be split down into three basic sections; Practical considerations, Laws and Licences.

### 2: Practical Considerations

These would apply to all types of event.

- Have we got a plan/budget for the event?
- Are there any initial costs? How will we cover these?
- Who will the event be aimed at? How will we publicise it to this group?
- What will the benefit to our 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 we need to ensure we don't clash with
- Do we have enough people/staff/volunteers to organise/run the event?
- Where will the event be? Is it accessible physically and geographically to the group we want to aim at? Is the venue available? What will the venue cost?
- Are there any relevant laws/do we need any special licences/permissions?

### 3: Laws

There are different laws depending on the type of event that you wish to hold.

#### Public meetings

The local authority may have by-laws requiring the Local Authority or the Police to be informed of a meeting in a public place, (inside or outdoors)

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the police may impose conditions for safety reasons if they feel it necessary.

### **March/Procession**

If you are organising this type of event then you must inform the local Police of the proposed date, route, starting time and at least one organiser of the event at least 6 days before the event is due to occur.

### **Festival/Party**

These events must abide by the same rules as for public meetings above. Also if food is to be prepared/sold then food hygiene laws must be checked and complied with. If alcohol is to be served/sold then local licensing laws must be applied. Finally copyright law, relating to the performance of music, which is covered below, may also apply.

### **4: Licences**

There are many different kinds of licences but a few of the more common that may well apply to a public event are listed below with the circumstances in which you would need to apply.

#### **Public Entertainments Licence**

Needed if any kind of dancing, music, film, theatre or sporting event is to be held. A PEL can be obtained from the Local Authority.

#### **Licensing of Alcohol**

Under current licensing law it is fairly easy to get an occasional licence to run a bar at an event. An organisation can have no more than 12 of these in a year though and you must apply at least 3 weeks in advance to the local licensing magistrate.

#### **Film/Theatre**

If your event is going to include the performance of theatre or film/video (for which there will be a charge) then you will need to obtain a separate licence for each, in advance, from the local authority.

#### **Music**

You need to obtain a licence from the Performing Rights Society.

### **Gambling/Gaming**

These laws relate to lotteries and raffles. If you are going to hold either of these it's important to check whether or not you need to register it. If the raffle/lottery you are planning does **not** come within the following boundaries then you will need to register the raffle/lottery with the Gaming Board for Great Britain.


- Must be run for charitable, sporting or cultural purposes
- Proceeds must not be used for private gain
- No more than £250 can be spent on purchasing prizes
- No money prizes can be awarded
- Tickets can only be sold during the course of the event or entertainment and on the premises in which the event is being held

### **5: Further Help**

**Performing Rights Society:** Telephone **020 7580 5544** email: [www.prs.co.uk/Home](http://www.prs.co.uk/Home)

#### **FURTHER HELP**

Dudley Council for Voluntary Service  
7 Albion Street  
Brierley Hill  
West Midlands  
DY5 3EE

 01384 78166

[www.dudleycvs.org.uk](http://www.dudleycvs.org.uk)