

Cotswold Care Hospice Fundraising Event Information Form



Please use this form to tell us about your fundraising event

Name of person/group organising the event

Address

..... postcode

Telephone No. Mobile

Email

Would you like to receive future information from the Hospice (please tick):

By Email

By Post

Name of event

Date of event

Time of event

Location of event

Price of ticket (if applicable)

How many people do you expect to take part in the event?

Process for obtaining tickets (please tick):

From you

From another outlet please state where from

Are you happy for your telephone number to go on the posters?

Support from the Cotswold Care Hospice Fundraising Team

If you require any of the following, please indicate the number needed in the box:

X Poster x Sponsorship Forms x Collecting tins x Collecting buckets

X Tickets x Banners x Tabards/Sashes x Display board and Hospice info

Do you want help with a press release (please tick) Yes No

Do you need someone from Cotswold Care Hospice to be at the event? Yes No

Do you need a licence to do this event? **Please check with your local authority or the police.**

Temporary Events Notice (includes alcohol licence)

Street Collection permit

Helpful Hints

If you are holding an event, you will need to ensure that it is safe.

Here are some points for you to consider:

- Ensure any children involved are properly supervised
- Always carry out a risk assessment to ensure all precautions are taken
- If your event is to be held on private property, please ensure you have permission from the owner
- Be careful regarding the security of money
- If you are holding a raffle, please check the rules with the local authority or Gaming Board for Britain
- If in doubt please contact your local council for further advice and information

Your event does not have to be complicated to be successful. Often simple ideas are the best. Plan large or small events carefully and consider all aspects before you start!

I agree to take full responsibility for the above event, to adhere to any relevant health and safety rule and regulations and to respect Cotswold Care Hospice at all times. I agree to keep Cotswold Care Hospice informed of what I am doing and to return any funds raised with 6 months of the event. I also agree to inform the press/or relevant authorities (i.e. local town or district council) should this be necessary.

Name

Signed

Date

NB: Cotswold Care Hospice cannot guarantee to attend events owing to the time commitments and the costs of asking staff to attend out of hour events - thank you for your understanding

Please return your completed form to:

The Fundraising Team
Cotswold Care Hospice
Burleigh Lane
Minchinhampton
Glos
GL5 2RU

Tel. 01453 886868 Email. fundraising@cotswoldcare.org.uk www.cotswoldcare.org.uk

For Office Use:

Banners:
Collecting tins:
Collecting buckets:
Any other equipment:

Added to Database?

Signed: