

Branch and support groups



Planning an event - frequently asked questions

Do I need insurance?

For some events, you will need to have public liability insurance. Many venues already have this, so we suggest you check with them first. The Huntington's Disease Association cannot currently accept liability for events that are organised by volunteers.

Do I need to do a risk assessment?

Yes, you must complete a risk assessment before holding an event. The risk assessment form is available on the [Huntington's Disease Association Volunteers hub](#) or by emailing branch@hda.org.uk

Is there information I need to know about serving food

We recommend you visit the [Food Standards Agency website](#) for information on food preparation and selling food at charity and fundraising events. You can also contact the Environmental Health Department of your local relevant authority.

Allergies and food

Although there is no legal requirement to label the food you provide it is best practice to do so. Ideally, give the product name, a list of ingredients and details of any ingredients that could cause an allergic reaction, such as nuts or dairy. Ensure the information is accurate. An allergic reaction can be deadly, so it is advisable to list every ingredient used in your food.

Can you help me with materials for the event?

Yes, for more information please see the section on 'Awareness and fundraising materials' in your branch or support group pack. We have poster and social media templates that you can edit online in our charity branding. These are created in Canva and are available in the [Huntington's Disease Association Volunteers hub](#).

Do I need a licence to hold a street collection?

It is illegal in the UK to hold a street collection without obtaining a street collection licence from your local authority (council). To find out about street collections in your area, contact your local council or type in 'street collection licence' into the search facility on your local authority website.

To collect money on private property, such as a supermarket or pub, you must get the permission of the owner or manager first. It may help if you are wearing a Huntington's Disease Association t-shirt and have an official collection tin, which we can provide. Other items such as Huntington's Disease Association leaflets, balloons and stickers will also be useful to have with you to hand out to people as they donate. You can order your [fundraising materials here](#).

Can I hold a raffle or lottery?

There are three types of raffle: small, private and public. For small raffles at a one-off event where the raffle is not the main focus of the event, you do not need a licence. For a private raffle, such as one you may hold through your workplace or club, you do not need a licence. A public raffle, which is a raffle open to a wide audience over a long period of time, will need to be registered with your local authority (council). For more information and to ensure you stick to the law telephone 0121 230 6720 or visit the [gambling commission website](#).

Can I sell alcohol at my event?

You are not allowed to sell alcohol at an event unless the premises have a licence. You will normally need a premises licence in order to hold a raffle with alcohol as prizes too. We recommend that you check with the [gambling commission](#) before your event.

Can I take photos at my event?

Yes, but always seek permission from people if you are going to take their photograph, particularly if you plan to publicise this in any way. If you are taking photographs of children under 18, make sure you have their parent or guardian's permission first.

Photograph consent forms

If you want to send us any photographs from a fundraiser or event, we require signed photograph consent in order to use it. You can email comms@hda.org.uk and request a digital form (we just require the names and email addresses for each form) or you can print off the last page of our paper form below.

The photo consent form is available on the [Huntington's Disease Association Volunteers hub](#).

Can you help me promote my event?

Yes, we would love to add your event to your Branch or Support group webpage. Please contact comms@hda.org.uk and they will do this for you.