

# Keep it safe and legal

*Health & Safety advice will be different according to your event, venue and participants, so take advice from the venue or your local authority if you're unsure.*

In essence you need to think about any potential risks (to people, property, the environment, and so on) and how these can be minimised. This section gives a brief overview to get you thinking; please take the time to read it. If you aren't sure, seek advice.

## *Insurance*

For events which involve the public, you will need public liability insurance. It's likely that your venue will already have this, so make sure you check with them. You may not be using suppliers or contractors, but if you are, ask for a copy of their risk assessment and public liability insurance; they should be happy to give it to you.

## *Do you need a licence?*

A licence is needed for many different activities, including:

- Live music
  - Providing alcohol
  - Holding a collection
  - Running a lottery or raffle
- ... and more.

Contact your local authority to sort out a licence, or if you're unsure whether or not you need one.