



## Raffle Guidelines

Raffles can be a really fun and easy way of raising money for The Lullaby Trust. Here are some guidelines to make sure that your raffle runs smoothly and stays legal.

### Running a raffle on the day of your event

A raffle run on the day of an event is classed as a small lottery and does not have to be registered with your local authority. However, some conditions have to be met.

They are:

- Tickets must only be sold during the event and on the premises where the event is taking place
- Tickets can be sold over a number of days if the same event is being held over a number of days, for example a village fete, lasting Friday to Sunday
- The announcement of the winners must take place during the event
- The raffle must be promoted for a purpose other than private gain
- the amount deducted from ticket sales must be no more than £100 in the case of costs and £500 in the case of prizes
- The draw must not roll over
- You can only offer alcohol as a prize if your event is taking place on premises with an alcohol licence.

### Pre-promoted raffles

If you are planning to sell raffle tickets in the lead-up to your event, you will need to contact the Licensing team at your local authority to apply for a 'Small Lotteries Licence'. You or the person applying for the licence must be a member of a registered not-for-profit group or association, for example your local FRC or rotary club.

You will also need to issue printed tickets. Each ticket for your raffle must state the following:

- The name of the charity, along with the registration number (The Lullaby Trust's is 262191 in England and Wales)
- The lottery is registered with a local authority along with the name and address of the local authority
- The name and address of the promoter
- The date and place of the draw

If you intend to hold a raffle or prize draw at your event, please get in touch with us first to ensure that your plans meet regulations – [fundraising@lullabytrust.org.uk](mailto:fundraising@lullabytrust.org.uk)/ 020 7802 3201