



# **Charity Collection Information**

## **CHARITY COLLECTION POLICY**

### **Criteria**

- We are able to accommodate two Charity Collections per month and only six collectors per organisation are permitted in the Centre at any one time.
- Only registered charities holding Public Liability Indemnity Insurance for £5,000,000 may apply for permission to collect within Festival Place.
- Permission agreed by Festival Place must be endorsed by a subsequent Collections Permit from Basingstoke & Deane Borough Council. Please call Basingstoke & Deane on 01256 845443.
- Each Charity will be granted one day only per year to collect within the Centre.

### **Procedure**

1. Applications for charity collections should be made as soon as possible but please allow a minimum of 1 month prior to the event for your application to be processed.
2. Information is available upon request from Ann Noonan on 01256 360138.
3. Complete the Application Form, enclosed Risk Assessment Form and return with a copy of your Public Liability Insurance to Ann Noonan, Management Secretary, Centre Management Suite, 1<sup>st</sup> Floor Paddington House, Festival Place, Basingstoke, RG21 7LJ.
4. Take time to read the following information. If you require clarification at any point please do not hesitate to contact Ann Noonan on 01256 360138.

### **Charity Collections**

- If you are parking in the Festival Place Car Park, the most convenient area to park is in Area A. Once parked, take the lift to the Upper Ground Level. Before starting your collection you must report to the Management Suite Reception (open at 08:00am) which is on the 1<sup>st</sup> Floor of Paddington House. The entrance to Paddington House is through the set of double brown doors between TK Maxx and the Mobile Phones Direct store.
- The staff on reception will ask the organiser of the collection to sign in and you will also be given details of our evacuation procedure. The staff will be more than happy to answer any queries you may have.
- Once you have signed in you may start your collection (maximum of 6 collectors). The collection must take place within the shopping malls only and not within the Car Park or individual shops.
- We would ask that your collectors do not inconvenience, harass or annoy any customer within the Centre and that collectors do not smoke, eat or drink at any time whilst collecting.

- Once your collection has finished, please notify the Information Desk that you are leaving for Health & Safety purposes should there be an evacuation.

### **Facilities available**

- If you require the services of a cleaner, First Aider, Security or Duty Manager during your collection, please contact the Information Desk which is situated adjacent to the Monsoon and Zara stores.
- Toilets are situated close to the Information Desk in core 3, between Zara and Lloyds TSB or in Potters Walk opposite The Entertainer store and on the Lower Mall between the Dolland & Aitchison and Herbal Inn stores.
- Should you encounter any situation that puts you or your colleagues at risk, be aware that the area is monitored by CCTV and assistance will arrive as soon as possible.

### **What to do next**

1. Complete the Application Form and Risk Assessment forms.
2. Send completed documents to Ann Noonan, Management Secretary, along with a copy of your Public Liability Indemnity cover.
3. Once confirmation has been received from Festival Place, contact Basingstoke & Deane Borough Council and apply separately for a Collectors Permit to collect in Festival Place on the date agreed (01256 845443). Once received send a copy of the Collectors Permit to Ann Noonan. This must be received before any collections commence.

***We look forward to working with you and trust that your time in the Centre will be both enjoyable and successful!!***

**APPLICATION TO COLLECT AT  
FESTIVAL PLACE, BASINGSTOKE**

Please return to: Ann Noonan, Centre Management Suite, 1<sup>st</sup> Floor Paddington House, Festival Place, Basingstoke, Hampshire RG21 7LJ

**Charity Registration No:** \_\_\_\_\_

**Preferred date of Collection:** \_\_\_\_\_

**Name of Charity/Organisation:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Title** \_\_\_\_\_

**Leaflet distribution**                      **Yes**        **No**        **(please circle)**

If yes, please send a copy of the leaflet to the Marketing Department, Festival Place, 1<sup>st</sup> Floor Paddington House, Basingstoke, Hants RG21 7LJ for approval to distribute.

**Public Liability Indemnity (Copy Enclosed)**        **Yes**       

**Risk Assessment Enclosed**                                **Yes**       

**Signed:** \_\_\_\_\_

By signing this form the Charity agrees to the Terms and Conditions set out herein.

You are reminded to obtain a Permit to Collect from Basingstoke & Deane Borough Council.

Please send a copy of your Council Permit to Centre Management as soon as possible. If this Permit has not been received, collection cannot take place.

<b>RISK FORM 1</b>	<b>FESTIVAL PLACE, BASINGSTOKE - CHARITY COLLECTION RISK ASSESSMENT FORM</b>
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<b>Key to Assessment</b>	<b>LOW = 1</b> Minor impact / damage quickly repaired	<b>MEDIUM = 2</b> Moderate impact / partial loss of operations	<b>HIGH = 3</b> Disaster / total loss of ability to operate
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<b>HAZARD</b> Potential Source of a Disaster	<b>PERSONS / PROPERTY AT RISK</b> Name (or title) & Location of Person / Place at Risk	<b>RISK</b> Probability of Occurrence	<b>SENSITIVITY</b> Impact of The Loss	<b>Notes</b> Any Other Applicable Information or Method of Controlling The Risk
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Means of Escape potentially restricted whilst running small events, or placing promotional equipment in Festival Place	Members of the Public, Employees, Shop staff, Contractors, Promoters.	1	3	<p>No promotional equipment larger than 3 Metres in width and 3 Metres in length will be used.</p> <p>A minimum width of 2.5 metres will be maintained from the shop fronts at all times.</p>
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Slight increased Fire loading if power is being used.	Members of the Public, Employees, Shop staff, Contractors, Promoters	1	3	All equipment will be PAT tested by the promoter/organiser prior to being set up. All equipment will be run off a protected RCD supply.
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Possibility of Slip, Trip, or Fall Hazards if the promoter/organiser is selling or giving away foodstuffs or handing out leaflets etc.	Members of the Public, Employees, Shop staff, Contractors, Promoters	1	3	<p>If numbers dictate, additional cleaners will be brought in to keep the area clean.</p> <p>Promoters/organisers will also have a housekeeping regime in place. All cables will be kept out of the way or covered if required.</p>
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Possible risk from obstructions when Promotional displays are in place.	Members of the Public, Employees, Shop staff, Contractors, Promoters	1	1	<p>Promotional displays will be erected outside trading hours by the promoter, once erect, they will be inspected by a competent person to ensure they are safe.</p> <p>Where possible, rope barriers will be used to further minimise the risk.</p>
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<p>Risk of violence to promotions involving the exchange of money or collecting for charity organisations</p>	<p>Promoters, Collectors.</p>	<p>1</p>	<p>2</p>	<p>The collectors will be assigned to collect in well-lit, and very public areas.</p> <p>The Shopping Centre has a CCTV system in place and employs a team of Security Officers who patrol all areas of the Shopping Centre. Collectors are advised to deposit their collection receptacles in a secure locations regularly to avoid having large sums of money on them at any time.. Any high-risk activities will not be permitted.</p> <p>Each Agency who enlist the help of volunteers will need to have a violence policy in place and this will need to be adhered to by the collectors.</p>
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<b>I agree with the above Risk Assessment for our Charity Collection.</b>		
<b>Signed By:</b>	<b>On behalf of:</b>	<b>On:</b>