

# Porchlight Event Participation Terms & Conditions

These Terms & Conditions govern your participation in your selected event (“the Event”).

**Please note:** The Event is organised by an external provider (“the Organiser”) with whom you have a separate agreement. You should read the Organiser’s Terms & Conditions alongside the terms outlined here by Porchlight.

By registering for the Event, you agree to the following:

## 1. Communications

You agree to be contacted by Porchlight via email, phone, SMS, and post about the Event you have registered for. This communication is essential to support your successful participation and fundraising, and may include:

- Assistance in completing your event registration with any third-party organisers
- Training advice and access to online support
- Access to relevant Porchlight social media groups
- Fundraising guidance and tips
- Updates on how donations are used to support Porchlight’s work
- Links to related Porchlight content

## 2. Data Protection

Your personal data will be processed in line with **Porchlight’s privacy policy**. We may share your contact details with the Organiser and other third parties involved in administering the Event. We will not share your data with any other organisations without your consent.

## 3. Photography & Filming

Photographs or video footage taken during the Event may be used for Porchlight’s promotional and marketing purposes (including social media, websites, press and publications). If you do not want your image to be used, please contact the Porchlight Fundraising team at [getinvolved@porchlight.org.uk](mailto:getinvolved@porchlight.org.uk)

## 4. Communication Responsibility

Failure to respond to important communications from Porchlight’s Fundraising team—such as registration or fundraising requirements—may result in your place in the Event being withdrawn.

## 5. Registration Fees

Any registration fee paid is **non-refundable and non-transferable**. It also cannot be put toward your fundraising pledge.

## 6. Fundraising Commitment

The Event is a fundraising activity, and by registering, you commit to raising the **minimum sponsorship amount** specified on the Porchlight event page (excluding any Gift Aid). If you do not reach this minimum sponsorship by the date specified, Porchlight reserves the right to withdraw your place in the Event.

## 7. Registration with the Organiser

Where applicable, you are responsible for registering your details directly with the Organiser. If this is required, Porchlight will notify you in advance. Failure to complete this step may prevent you from taking part.

## 8. Fundraising Conduct

When fundraising, you agree to:

- Act lawfully and follow any guidance provided by Porchlight
- Clearly communicate that you are fundraising **in aid of Porchlight**, not **on behalf of Porchlight**
- Avoid placing undue pressure on potential donors
- Represent Porchlight positively and in line with its values

## 9. Independent Fundraising Events

If you hold your own fundraising events (e.g. bake sales, quizzes), you do so independently. You are responsible for:

- Organising and managing the event
- Making clear that it is being held **in aid of Porchlight**, not **by** or **on behalf of** Porchlight
- Complying with relevant legal and safety regulations
- Seeking appropriate permissions or licences where necessary (e.g. use of public spaces, selling food/alcohol, raffles)
- Securing insurance if needed (Porchlight does not provide cover for these activities)

If you'd like to use Porchlight's "in aid of" logo, please contact the Porchlight Fundraising team at [getinvolved@porchlight.org.uk](mailto:getinvolved@porchlight.org.uk)

## 10. Withdrawing from the Event

If you are unable to participate, please let Porchlight know as soon as possible and before the registration deadline where applicable. This allows us to reallocate your place.

## 11. Sponsorship & Donations

You agree to:

- Ensure any cheques are made payable to **Porchlight**, with your name, address, and the Event clearly stated
- Send all sponsorship funds to Porchlight **within six weeks** of the Event

- If sponsorship was conditional on you completing the Event and you do not participate or it is cancelled, you must contact donors to confirm if they are happy for their donation to still go to Porchlight. If they request a refund, you must return the funds. If donations were unconditional, they should be passed on to Porchlight regardless.

## **12. Health & Safety**

Participation in the Event may involve physical activity and risk. You are responsible for ensuring you are medically fit and able to take part. Porchlight does not carry out medical checks. If you have concerns, please consult your GP before participating.

You and any spectators attend the Event entirely at your own risk. Porchlight accepts no liability for loss, injury, or damage (to persons or property) during the Event, except where caused by our proven negligence. Nothing in these Terms excludes liability that cannot be excluded by law.


## **13. Conflicts with Organiser Terms**

If there is any conflict between these Terms & Conditions and those of the Organiser, **Porchlight's Terms will take precedence.**

## **Contact Us**

For any questions or to inform us of changes regarding your participation, contact the Porchlight Fundraising Team:

 Email: [getinvolved@porchlight.org.uk](mailto:getinvolved@porchlight.org.uk)

 Phone: **01227 760078**

**Thank you for supporting Porchlight and helping us continue our work tackling homelessness and rebuilding lives.**