



## **Event Terms and Conditions**

### **Shakespeare's Way Challenge Walk, Sunday 12th May 2024**

By applying for entry into the Event I agree with The Shakespeare Hospice that:

#### **Registration and participation**

1. Participants must be 16 years or over on the date of the Event.
2. I will pay a non-refundable registration fee of £25.00 (25 miles) £20.00 (13 miles). New Year offer £20.00 (25 miles) £16.00 (13 miles)
3. No refunds are available.
4. I will inform The Shakespeare Hospice Fundraising Team immediately if I am unable to take part in the Event. When my withdrawal is acknowledged, I will not be liable to raise any further sponsorship.
5. If you cannot take part, you may find another walker to take your place and the organisers will arrange the substitution at an admin fee of £5 payable to The Shakespeare Hospice. The original entrant will not be refunded his/her entry fee. We will not be accepting substitutions after the closing date or on the day of the walk.
6. I understand that The Shakespeare Hospice have the right to refuse registration or application for a place in an Event without providing reasons for doing so and at any time.
7. Participants' can bring their dog along with them on the walk, but they do so entirely at their own risk. The Shakespeare Hospice shall not be liable for any injury, damage or loss suffered by participants dogs at a Shakespeare Hospice organised event other than in respect of death or personal injury arising out of The Shakespeare Hospice's' negligence. I understand that my dog should be kept under control at all times and MUST be kept on a lead.
8. Contact details provided are used to keep you up to date about the event you are taking part in. We will ask for next of kin details in case of an emergency. All details will be stored securely and are used in relation to the event you are taking part in.
9. Participants' supporters and family members spectating at any Shakespeare Hospice event do so entirely at their own risk. The Shakespeare Hospice shall not be liable for any injury, damage or loss suffered by spectators at a Shakespeare Hospice organised event other than in respect of death or personal injury arising out of The Shakespeare Hospice's' negligence.

The Shakespeare Hospice, Registered Charity Number: 1064091. Company Registered in England and Wales Number: 3291683. Registered Office: Church Lane, Shottery, Stratford Upon Avon, Warwickshire, CV37 9UL



### **Minimum fundraising target**

10. I pledge to raise a minimum of £200.00 for The Shakespeare Hospice (excluding gift aid and registration fee) through my participation in the Event and understand it is the aim of this Event to raise as much above this amount as possible.
11. If at any point I feel unable to raise the pledged amount, I will inform The Shakespeare Hospice Fundraising team immediately in order that they can have the opportunity to offer assistance with fundraising.

### **Donations and payment terms**

12. I will regularly pay all money collected on behalf of The Shakespeare Hospice to The Shakespeare Hospice directly by the following means:
  - a. Via an online giving platform
  - b. to The Shakespeare Hospice bank account: Sort Code: 20-48-08  
Account Number: 30127353 quoting the reference: your surname/SWCW24
  - c. via cheque, CAF vouchers and Charities trust vouchers made payable to The Shakespeare Hospice and sent to The Fundraising Team, The Shakespeare Hospice, Church Lane, Shottery, Stratford Upon Avon, CV37 9UL. Alternatively, credit or debit card donations made by calling The Shakespeare Hospice Fundraising Team directly on 01789 266852
13. I understand that I have agreed to pledge to raise a minimum of £200 sponsorship and will pay this amount to The Shakespeare Hospice before or no later than 4 weeks after the Event, I will be liable to pay the pledged amount from my own personal funds before the event date.
14. I agree that if I withdraw for any reason prior to the Event, any monies raised will be non-refundable and will be treated as a donation to The Shakespeare Hospice.
15. I will only use sponsorship forms issued by The Shakespeare Hospice and not use any other type of sponsorship form (unless otherwise agreed with The Shakespeare Hospice)
16. I agree that my sponsorship forms will make it clear that the money is not given subject to any conditions and that the monies will not be returned if the Event is cancelled, or I do not complete the Event.



17. I will send The Shakespeare Hospice my completed sponsor forms with details of the names and addresses of, and amounts donated or pledged by all sponsors no later than 4 weeks after the Event. This will allow The Shakespeare Hospice to process gift aid on donations.
18. The walk will take place as advertised and will only be cancelled, re- routed or stopped for reasons of safety. Entry fees, however, are not refundable. Should the event be cancelled, all entries will be moved to an alternative date, this date will be announced by entry blanket email within ten days of the walk. There will be no additional cost for entries moved due to cancellation.

### **Fundraising**

19. I will comply with any fundraising guidance or advice issued by The Shakespeare Hospice and abide by the Code of Fundraising Practice issued by the Fundraising Regulator.
20. I will collect money only on behalf of The Shakespeare Hospice in connection with the Event.
21. I will use only lawful means to fundraise for The Shakespeare Hospice and will not do anything that harms or is likely to harm The Shakespeare Hospice reputation.
22. I will not use The Shakespeare Hospice logo without permission and will obtain all fundraising materials from The Shakespeare Hospice.
23. My fundraising **will not** include:
  - a. Raising funds by carrying out, door-to-door or unsolicited collections.
  - b. Collecting in any public place without first obtaining a The Shakespeare Hospice collectors' licence from The Shakespeare Hospice and authorisation from the local authority and any other licences or consent that The Shakespeare Hospice require me to obtain.
  - c. Collecting on private property (including shops, pubs etc) without first obtaining The Shakespeare Hospice collectors' licence from The Shakespeare Hospice and permission of the owner of the private property.
  - d. Conducting any raffle or lottery or putting on any public Event without first contacting The Shakespeare Hospice and taking any steps which, The Shakespeare Hospice require.
24. I agree that Gift Aid payments cannot count towards the pledge to raise a minimum of £200 in sponsorship for the Shakespeare Hospice and instead will be considered as over and above the pledged fundraising total.
25. I agree that The Shakespeare Hospice can terminate my authority to fundraise on their behalf at any time by sending written notice to the address below.



### **Personal data and images**

- 26. During our events, The Shakespeare Hospice, may take general photographs and film which may be used for social media, on our website, in the media and to promote future events. We will ask your permission before taking individual and group photographs of participants, but you may sometimes appear in general photographs of crowds and the event setting.
- 27. I give permission for my personal information to be stored and used by The Shakespeare Hospice in connection with the organisation, promotion and administration of this Event and any other Events or promotions offered by The Shakespeare Hospice.
- 28. Further information on how The Shakespeare Hospice use and store my data is available to view on The Shakespeare Hospice website within their Privacy policy.

### **Health, safety and fitness**

- 29. The Shakespeare Hospice events team reserves the right to terminate an individual's walk on health and safety grounds.
- 30. All participants must abide by these rules and any instructions given by event staff on the day.
- 31. The Shakespeare Hospice takes reasonable steps to minimise the risk of injury to all participants during our own organised events. A risk assessment process is in place for each event. By taking part in an event, you acknowledge that there may be conditions or circumstances beyond our control that can lead to unforeseen risks. If you have any concerns or queries, please contact us before agreeing to take part in an event.
- 32. I will fully prepare myself for the physical challenge of the Event and I will check with my doctor to ensure that I am medically fit to participate in the Event.
- 33. First aid is provided at all our events. Participants consent to their details (which will be obtained by medical providers if participants are treated by them at an event) being passed to The Shakespeare Hospice. The Shakespeare Hospice will only use these details for administration and health and safety purposes and to fulfil its legal obligations, including those under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- 34. Any correspondence regarding these terms and conditions should be directed to The Shakespeare Hospice Fundraising Team, Church Lane, Shottery, Stratford Upon Avon, Warwickshire, CV37 9UL