

MANATON PARISH HALL LOTTERY RULES

1. Manaton Parish Hall Management Committee (the "Committee")* has approved the establishment of a lottery for the purpose of raising funds for the maintenance and management of Manaton Parish Hall (the "Hall") in accordance with the rules, procedures and conditions set out below. The Committee reserves the right to terminate or otherwise amend these rules, procedures and conditions at any time at its sole discretion.
2. Subject to the registration of the lottery with Teignbridge District Council, the lottery will be launched at Manaton Show & Fair on 11 August 2018.
3. Participation in the lottery will be open to all people over the age of 18.
4. Participants will pay £3 per calendar quarter to enter the lottery and prize winners will be selected by a random draw at the end of each such quarter. The first quarter will end on 30 September 2018. Subsequent quarterly draws will be made in respect of the three months ending on the last day of December, March, June and September.
5. 50 per cent. of the cash proceeds received from participants in the lottery in respect of each quarter will be retained as a donation towards the general maintenance and management of the Hall. The remaining balance of 50 per cent. will be paid out as prizes to the winners in respect of each draw. There will be two such prizes; the first prize winner will receive 35 per cent. of the total proceeds and the second prize winner will receive 15 per cent. thereof. For convenience, the Committee will reserve the right to round up or down the amount of such prizes to the nearest pound. Prize winners will receive their prizes in the form of a cheque drawn on the Hall's bank account.
6. Participants in the lottery will each be required to supply their name, address, telephone number and, if available, their email address. This information will be maintained securely in accordance with applicable data protection regulations. Subject to their consent, the names of the two prize winners will be published in the Manaton Messenger each quarter.
7. In respect of each quarterly draw the eligibility of each participant to participate in such draw will be subject to receipt by the Committee of the required £3 entrance fee for value by not later than the last business day of such quarter. Individual participants shall be entitled to make multiple entries in each quarterly draw subject to receipt of the applicable entry fee.
8. Entry in each quarterly draw will be offered primarily by way of a standing order to the participant's bank for £3 per quarter payable to the Hall's bank account until further notice. Participants who do not wish to enter by means of such standing order payments will be offered the alternative option of making a cash payment of £12 entitling them to participate in each of the four draws to be made over the ensuing year.
9. Following the launch of the lottery at the Manaton Show & Fair, a dedicated box enabling more people to enter will be placed in the Hall during appropriate events. Prospective participants will be offered pro forma standing order mandates to fill out and send to their bank where this option is chosen. Alternatively, envelopes will be supplied for cash payments made into the dedicated box.
10. All receipts and payments in respect of the lottery will be identified and recorded in a separate book-keeping account. A corresponding secure register of the personal details of each participant will also be established and maintained.
11. The proposed lottery is classified as a "small society lottery" for the purposes of current applicable legislation. As such, the Committee is not required to obtain a licence to operate the proposed lottery but it is required to register the lottery with Teignbridge District Council.
12. A copy of these rules, procedures and conditions will be placed on the noticeboard in the Hall for inspection by the public. Public notices of any amendments thereto will also be placed on the Hall noticeboard at least one month prior to any such amendments taking effect.

**Manaton Parish Hall Management Committee comprises the trustees of charity no. 300895 registered with the Charity Commission*