

**fun
palaces**

16 TO 18



If you are aged 16-18 and want to make a Fun Palace, then you are in the right place. Fun Palaces are all about people taking charge and leading culture for themselves and that includes young people.

In this pack we've included everything you might need to know to help you make your Fun Palace, but if you have any further questions, don't hesitate to get in touch.

What are Fun Palaces?

Fun Palaces are both an ongoing campaign and a weekend of celebration. If you are wanting to make a Fun Palace, then the weekend is a great time to do it. The **weekend of celebration** happens every year on the first weekend of October, when anyone can be a Fun Palace Maker. On the weekend, Makers run fun, free and locally-led activities, public venues hand over their space for a community-led takeover and similar events happening throughout the year can be shared and celebrated as part of the Fun Palaces movement.

What happens at a Fun Palace?

Whatever you want! Fun Palaces are all about sharing passions, skills and interests - it's a chance to share whatever it is you love doing with your local community. And for them to share what they love doing with you! Past Fun Palaces have had: yoga, ukulele playing, battle rap, orange peel carving, poetry writing, dancing, printmaking, lego-building, laptop dismantling, cake baking, instrument making, treasure trails, guided walks and animation workshops, to name but a few.

[Watch our 2024 Fun Palaces video to see Fun Palaces in action.](#)

Getting Started:



You may already have a really clear idea of what you want to do, or may want to think a bit more. The [getting started document](#) on the website will give you some ideas of what to do first.

Finding a Venue:

There are a lot of benefits involved in holding your Fun Palace at a venue that already holds events for the public (it will become clear why further down). Fun Palaces can take place in schools, libraries, museums, theatres, sports centres, outdoor community spaces to name but a few. Head to our [finding a venue document](#) for more advice and information on this.

Making a Fun Palace on a Budget

Making a Fun Palace needn't cost a fortune, in fact, hopefully the costs can be kept very low.

Here are a few ideas for you on how to keep the costs of your Fun Palace down.

- Start with what you have. What's around you that you can use? What are your own skills and expertise? What positive things is your community known for? What does it have to offer?
- Ask around locally. Fun Palaces are local, community events so this is a great place to start. Put something out in your local paper, share it on local social media pages, or use word of mouth
- Is there a local space or community hub that you could use for your Fun Palace? Fun Palaces can happen anywhere, including community centres, libraries, theatres, shopping centres, community gardens, schools, colleges and sports centres - to name a few.

fun palaces

- Can you borrow things you need from somewhere? Eg- art supplies from a local school or college. Sports equipment from a local sports club. It's always worth asking, and when you explain about Fun Palaces and your goal, you may find people are more than willing to offer this type of 'in-kind' support.
- Charity shops are a great place to look for anything you might be after. Is there something you can buy cheaply and upcycle? Or use the parts to make something else? Or even take it apart and see if you can put it back together again. (Our [Sustainability toolkit](#) also has lots of ideas for how you can source things for your Fun Palace in a not-expensive and climate friendly way.)

Funding your Fun Palace

Lots of Fun Palaces are created with no additional funds at all. Have a look at our Funding [your Fun Palace](#) document to see what some other Fun Palaces have done in the past.

Local Council - sometimes local councils have small pots of money for community events, so it would be worth looking at what is available in your region. If you happen to be in a Fun Palaces Ambassador region (Bristol, Cornwall, Devon, Wales, Northern Ireland, Scotland, Rotherham, Gateshead or Sheffield) get in touch with your [Ambassador](#), as they may be able to advise of funding pots available in your area.

The best idea is to keep your Fun Palace small and manageable, this in turn will keep the cost down.

Here are some small fundraising suggestions:

fun palaces

- A car wash - could you do it at lunch or after school/uni/college and wash teachers/lecturers/staff cars?
- A sponsored challenge. People often do walks or runs, but think outside the box. What would challenge you the most?
- Bake sale, coffee morning or afternoon tea event
- How about an Art Auction?
- Organise a Bingo, quiz, music night
- A raffle. You can ask for donations of prizes, keep ticket sales open for a week or so (this allows people to buy tickets when it suits them), or run it during an event. Suggestions of who to ask - possible chosen charity suggestion.

Digital Fun Palaces

Another way to keep costs down on your Fun Palace could be to make yours a Digital Fun Palace (if you want to). Since the start of the pandemic, a lot of people have become much more familiar with using tech to hold online events. We have some ideas in our [Digital Fun Palaces pack](#) - although you may have plenty of your own ideas. And if you want to share your ideas for Digital Fun Palaces with others, please feel free to email them to: amie@funpalaces.org.uk and we can add them to this toolkit!

Risk Assessment

Any event open to the public will need a risk assessment. If you're working at a venue or with a group, this might automatically be their responsibility - so do check. A risk assessment shows that you have thought of any risks to the people coming to your Fun Palace and have done everything in your power to prevent them from happening. Risks could be anything from a wire that poses a trip hazard, to a dance session in which people could hurt



themselves, to people using scissors in a craft workshop. We have a template risk assessment [here](#) which you can use for your Fun Palace. You just need to fill it out before your Fun Palace takes place, and keep a hold of it until after the Fun Palace has happened.

Insurance

Any public event, held in person needs insurance, although the risks involved in your Fun Palace may seem fairly low, it's important to have insurance just incase. The good news is, a lot of venues and groups will already have Public Liability Insurance (PLI) in place covering their events - so this is worth checking early on, and hopefully you'll find that you're covered. If you do need to organise PLI, Creative Lives have a brilliant document with more information on this [here](#).

Insurance may be one of the things you may need to pay for, for your Fun Palace - but hopefully the fundraising section has given you some ideas on how to cover running costs such as this one.

Safeguarding

Anything taking place in a public space requires a safeguarding policy. This is to ensure that everyone - especially more vulnerable members of society are protected. Safeguarding can feel scary if you haven't had to do it before. Your best bet is to make your Fun Palace in collaboration with a group or venue who already work with groups of people. As with PLI, they will likely already have safeguarding policy in place which can be used to cover your Fun Palace - be sure to have this conversation early on. Another thing can be to ask parents / carers to accompany younger children taking part, so that you're not responsible for them. There is some helpful info on safeguarding for [here](#) at the NSPCC website. If you are



holding a digital Fun Palace you will need to think about digital safeguarding: how to keep everyone safe online.

If you have any further questions then please get in touch with the Fun Palaces team, you can email us on hello@funpalaces.co.uk and we will be happy to answer any questions you may have.