

Your Guide to Hosting an Open Garden for North London Hospice



Welcome and thank you

Dear Garden Host,

A huge thank you for signing up to host an Open Garden in support of North London Hospice. Whether you're a seasoned garden opener or giving it a go for the first time, we're thrilled to have you on board. Your generosity, green fingers and willingness to share your beautiful outdoor space will help us to continue providing compassionate care to those who need it most.

This Open Garden Fundraising Pack is here to guide you every step of the way. Inside, you'll find tips on planning your event, creative fundraising ideas and useful resources to help spread the word. We've also included key information on keeping everything running smoothly (and legally!) - so you can focus on enjoying the day with your visitors.

At North London Hospice, we believe that everyone deserves the best of life at the end of life. Each year, we care for over 3,500 patients and their families across Barnet, Enfield, and Haringey. All of our services are free of charge, and with just a third of our £16 million running costs provided by the NHS, our work is only possible with the generosity of people like you.

Gardens hold a special place in our hearts, offering peaceful and reflective spaces for patients and their loved ones. By opening yours, you're creating an oasis not just for flowers to bloom, but for community spirit to flourish too.

So, grab your trowel, put the kettle on and get ready to make a big difference.! We can't wait to see how your Open Garden takes shape. If you need anything along the way, just reach out - we're here to help.

Thank you for being part of something truly special.

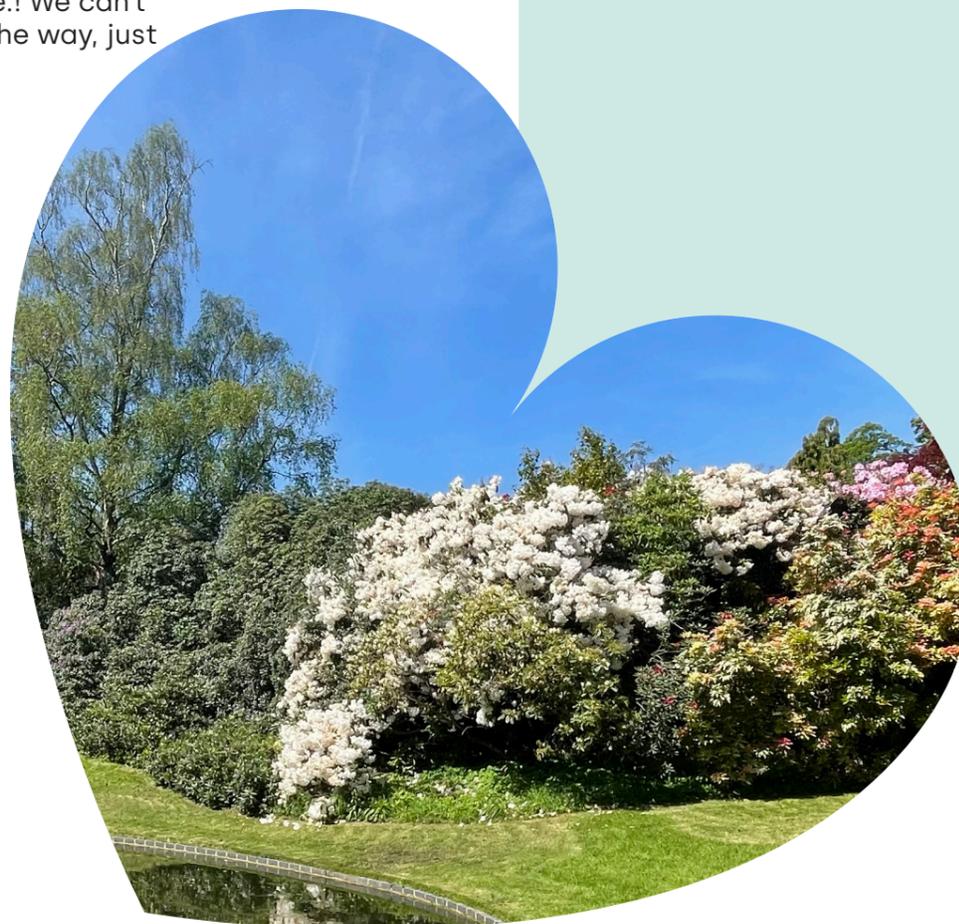
Best wishes,

The North London Hospice Open Garden Team

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How we can support you with your Open Garden

We're absolutely thrilled that you're opening your garden to raise essential funds for North London Hospice. Whether your garden is an expansive estate or a charming courtyard, we're here to help you make your Open Garden event a success.

Once you've signed up, a member of our team will give you a call to discuss your plans and offer support. To help us (and you!) get the most out of the call, it would be great if you could give some thought to the following:

The Basics

- What's your entry fee?
- How will visitors buy their tickets? (On the day, in advance, online?)
- What time will your garden be open?
- Will furry friends be welcome, or is this a paws-off zone?

The Visitor Experience

- Are you offering refreshments? (Tea, cakes, Pimm's etc?)
- Are there any accessibility considerations that should be highlighted for visitors?
- Will there be any extra attractions - plant sales, raffles or maybe live music?

Logistics And Other Bits

- Where should visitors park?
- Are you donating all proceeds to North London Hospice? (It is important to be upfront about this in your promotion, so visitors know where their donation is going).

How We'll Support You

We know it takes a little effort to make an Open Garden flourish, so here's how we'll help:

- We'll add the event to the Open Garden section on the North London Hospice website.
- You'll receive branded materials and resources (think bunting, collection tins, and more!).
- We'll post on social media ahead of your event: We can help you spread the word about your open garden to our supporters.

So, whether you're planning a relaxed afternoon of tea and flowers or an all-out garden festival, we're here to support, guide and cheer you on every step of the way.

Got questions? Need a little extra help? Just give us a shout - we're more than happy to assist.

Thank you for making a difference - one flower, one visitor and one cuppa at a time!



Open Garden timeline checklist

While we can't tell you which flowers to plant (although sunflowers and forget-me-nots are meaningful to hospices), we can help you stay on track with planning your fabulous Open Garden event. Here's your go-to countdown checklist to keep everything blooming perfectly.

Three+ Months To Go - Plant The Seeds Of Success

- Register your event via our website - this makes it all official!
- Have a think about all the key event details - ticket price, timings, refreshments, etc.
- Send us some photos of your beautiful garden - we'd love to help promote it.

Two Months To Go - Time To Spruce Things Up

- Complete a risk assessment - keep a copy for yourself and send one to our fundraising team.
- Take a look at our event resources list - Bunting? Collection tins? Let us know what you need.

One Month To Go - Spread The Word Like Wildflowers

- Check out our 'How to Spread the Word About Your Open Garden' for top tips.

Two Weeks To Go – Get Stuck Into The Final Prep!

- Make sure your signage is sorted - parking, directions, toilets, uneven paths.
- Plan your refreshments - are you serving tea, cake or something extra special?
- If you're selling plants or raffle tickets, get everything organised now.
- Confirm your helpers - a team of garden gnomes (a.k.a. friendly volunteers) will make the day run smoothly.

One Week To Go - The Final Countdown!

- Check the weather forecast - got a backup plan for rain?
- Remind your visitors and helpers about the event details.
- Gather your event materials - banners, collection tins, tickets and anything else you need.
- Have a final walkthrough of your garden - check paths, seating and any safety concerns.

The Big Day - Open Your Garden and Enjoy!

- Put up your signage and set up your welcome area.
- Greet your visitors, chat about your garden and most importantly - have fun!
- Encourage guests to donate and remind them why their support matters.
- Take plenty of photos - we'd love to see them.

After The Event - A Huge Thank You!

- Count and send in your donations within one month of your event.
- Drop us a message to share your experience - we'd love to hear how it went.
- Send us any photos you're happy for us to share to inspire future Open Garden hosts.

Happy hosting!



How to spread the word about your Open Garden

You've done the hard work - pruning, planting and perfecting your garden. Now it's time to **shout about it!** Getting the word out is the key to making your Open Garden a buzzing success. Here are some fun and easy ways to fill your garden with happy visitors (and generous donations!).

Shout It From The Rooftops (Or The Trellis!)

- **Make up some posters and flyers** - stick them up in local cafés, community centres and your favourite garden centre.
- **Tell your neighbours** - they may want to pop by (or lend a hand).
- **Local groups and clubs** - gardening clubs, book clubs and walking groups all love a good day out.
- **Word-of-mouth is powerful** - tell friends, family, and that friendly dog walker you always see in the park.
- **Contact local radio stations** - many have community event listings on their websites and love giving shoutouts on air.

Get Social!

Social media is a fantastic way to **get people excited** about your event. Post garden sneak peeks, countdowns and even a video invite.

Tag us so we can share your event!

Facebook: @northlondonhospice

Instagram: @northlondonhospice

Twitter/X: @NLondonHospice

LinkedIn: North London Hospice

Top Tip: Use local Facebook groups and neighbourhood forums (like Nextdoor) to spread the word - it works wonders.

Don't Undersell Your Event

You've put love, care and effort into your Open Garden - make sure your ticket price reflects that. Think about:

What's included? Entry, refreshments, entertainment?

Additional ways to fundraise. A plant stall, a raffle or a cake sale can bring in extra donations. Make it an experience - a little extra magic can turn your Open Garden into a memorable event.

Suggest a donation. Some visitors may be happy to give a little more for a great cause.

Share your hospice story. If you're comfortable, tell visitors why you're supporting North London Hospice.

Need a hand? Our Volunteer Ambassadors may be able to come along and speak - just let us know.

Press and Local Media

Want to **get in the paper?** We have a **template press release** you can send to local newspapers and radio stations - just ask us for a copy.

Extra Tip: Reach out to local influencers, bloggers and photographers - they might help promote your event.

Open Garden Safety Checklist

We're delighted that you're opening your garden to raise valuable funds for North London Hospice. To ensure your event runs smoothly and safely, here's a handy checklist of things to consider before welcoming visitors.



Paths, Steps and Surfaces

- Are all paths, steps and paved areas in good condition, even and free from trip hazards?
- Have you removed or clearly marked any low-hanging branches or unexpected obstacles?

Accessibility and Movement

- Have you considered access for visitors with mobility needs, ensuring key areas are reachable?
- Are there any steep slopes or uneven surfaces that need extra signage or assistance?

Weather Considerations

- Are there any areas that could become slippery or hazardous in wet weather?
- Will there be temporary structures such as gazebos or marquees? If so, ensure they're safely erected and secured.

Water Hazards

- Do you have any ponds, streams or water features? These should be clearly signposted.

Lighting and Visibility

- If your event will run into the evening, do you have sufficient lighting to keep pathways and seating areas safe?

Cash and Donations

- Have you discussed with your helpers where you'll safely store and manage any cash collected on the day?

First Aid and Emergency Planning

- Do you have a first aid kit available in case of minor accidents?
- Is there a trained first aider on hand, or do you have a plan for handling emergencies?

Children and Families

- We assume children are welcome unless you tell us otherwise.
- Have you identified any areas where children might need extra supervision (e.g. ponds, climbing structures)?



Signage and Directions

- Make a list of signs you might need, such as:
- Parking
- Toilets
- Ponds/Open Water
- Uneven Surfaces
- Entry and Exit Points

Other Things To Consider:

Bees and Bugs - If you have beehives or areas where wasps might gather, make visitors aware.

Chemicals and Tools - Ensure fertilisers, pesticides and sharp tools are safely stored away.

Hoses and Cables - Keep garden hoses and extension cables tucked away to avoid trips.

Insurance Reminder:

North London Hospice holds Public Liability Insurance, which extends to cover activities at your event. However, we highly recommend letting your own home insurer know about the event to ensure you're fully covered.

Thank you for making your garden a safe and welcoming space for your visitors!

Open Garden Event Resources - Order Form



We're here to help you make your Open Garden event as brilliant as possible. Below is a list of resources we can provide to help your event run smoothly and look the part.

Once you've picked what you need, simply call or email us at **020 8446 2288 / fundraising@northlondonhospice.co.uk** to place your order. Please note that some items will need to be collected from and returned to North London Hospice in Finchley.

Event Day Must-Haves

- Collection Tins - Perfect for placing near refreshments or entry points.
- Collection Buckets - For when a tin just won't cut it!
- Reusable Bunting - Because every Open Garden deserves a bit of flair!
- Pop up banners - Great for making sure everyone knows the money is going to the hospice.
- Information Leaflets about the hospice - Let visitors know more about our work.
- North London Hospice Newsletter - If available, we'll provide copies.

Laminated Signage - Options include:

- "Uneven Path"
- "Toilets"
- "Parking This Way"
- + Other custom signage available - just ask us!

We can't wait to see your garden in full bloom!



Open Garden Event

- Terms & Conditions



First things first - thank you! By opening your garden in support of North London Hospice, you're making a real difference. We're here to support you every step of the way, but before we get started, please have a read through the following important information.

As a participant in this event, I agree to:

1. Use official North London Hospice branding - posters, leaflets and signage for the event will all have our logo and registered charity number. Let's make sure everything looks professional and official.
2. Refer to my Open Garden event as being 'in support of North London Hospice' rather than 'on behalf of' the hospice. (It's a legal requirement)
3. Pay all money raised within one month - You're responsible for making sure all donations from entry fees, refreshment sales and anything else go to North London Hospice.
4. Carry out a safety check - This means making sure your garden is safe for visitors and briefing your helpers.
5. Let North London Hospice know ASAP if you need to cancel - Life happens, and we totally understand. Just keep us in the loop if anything changes.

As a participant in this event, I understand that:

North London Hospice is not liable for any claims or issues that may arise from my Open Garden event.

North London Hospice shall not be responsible for any injury, loss or damage occurring during the event. (Basically, if a rogue squirrel steals someone's scone, we can't be held accountable!)

Any photos or information I provide may be used by North London Hospice in line with GDPR regulations.

Send Us Your Snaps

We'd love to see your beautiful garden in action. If you're happy for us to share your photos in fundraising materials and on social media, please send them to fundraising@northlondonhospice.co.uk. Of course, we'll always ask for your permission before using them.

Providing Food At Your Open Garden Event

Tea, cake, and a good chinwag - what's an Open Garden without a little something to nibble on? If you're planning to serve food and drinks, whether it's homemade bakes, sandwiches, or a full-on cream tea, here's what you need to know to keep things safe, legal, and delicious:

Allergen Awareness - A Must-Do!

While you're not legally required to label allergens for an occasional charity event, it's best practice to let visitors know what's in their food - especially for those with allergies.

Top Tips:

- If you're baking, keep a note of ingredients - someone is bound to ask.
- Pop a little sign next to each dish (e.g. "Contains nuts" or "Gluten-Free").

Keeping Food Safe:

- Wash hands regularly, clean prep areas and rinse fresh fruit and veggies.
- Keep perishable food in the fridge until needed. If it's been out for more than four hours, it's time to say goodbye!
- Always read cooking instructions and make sure food is properly cooked. No one wants a half-baked disaster!
- Avoiding cross-contamination - keep raw and ready-to-eat foods separate and use different utensils to prevent mixing.
- Use-by dates matter! If it's past its best, it's not worth the risk.
- Use recipes from trusted sources - we love a good family secret but stick to tried-and-tested methods to avoid any dodgy surprises.

Final Tips For A Safe and Tasty Event

- Have plenty of napkins and hand sanitisers available for guests.
- If serving hot drinks, be mindful of spills - especially around little ones.
- Encourage visitors to bring their own reusable cups to reduce waste.
- Transport with care - pop cakes into a sealable container (bonus points for a pretty cake tin).
- **Use tongs or a cake slice** when handling cakes (as tempting as it is to just pick up a slice with your hands!).

So, keeping things clean and safe means everyone can relax and enjoy the day. Got any questions? Just get in touch with our team and we'll be there faster than you can say "pass the scones"!

Let Them Eat Cake!

What's an Open Garden without a glorious spread of homemade cakes? A Victoria sponge, a gooey chocolate brownie or a classic lemon drizzle - whatever you're baking, we want everyone to enjoy every delicious bite.

So, before you don your apron and dust off the rolling pin, see our downloadable resources for some recipes and labels to help you bake and serve cakes at your event.

Bonus Tip: Thinking of selling homemade jams or chutneys alongside your cakes? Fabulous idea. Just make sure jars are clean and sterilised (no sneaky crumbs from last year's marmalade!).

Ready, Set, Bake! Thank you for making your Open Garden a treat-filled triumph!



Penny Gluckstein: Highwood Ash Garden

For over 50 years, Penny Gluckstein has opened the gates of her stunning Highwood Ash garden in Mill Hill, welcoming visitors to share in the beauty of nature.

A dedicated supporter, long-time volunteer, patron and now Honorary President of the hospice, Penny's passion for gardening has blossomed into an annual fundraising tradition that has helped raise vital funds for hospice care.

"About 50 years ago I started opening the garden for the National Garden Scheme who support Hospice UK as well, and then I got involved with North London Hospice in 1989 when I set up a support group and thought come on, I can use my garden to raise money as well!"

Nestled in the heart of Mill Hill, Highwood Ash is no ordinary garden. It's a haven of beautifully curated flower beds, winding pathways and serene green spaces, carefully tended to by Penny and her gardener Matthew. Visitors can wander through its vibrant displays, enjoy a tea and even take home a special plant purchase - all while supporting North London Hospice's compassionate care services.

"When people come to the garden, they queue up. I hope there's a long queue because that's a good sign that I'm going to be making lots of money. And I have on the left-hand side plants for sale. Then in my garage I have wonderful teas also for sale. And then you go into the garden, and it opens up, it's a three and a quarter acre garden, and people can then wander at their leisure on their own route, and I hope enjoy looking at all the different plants. My gardener Matthew will be there, as will I, to answer any questions about plants. And I just want people to be able to relax and enjoy"

Watch Penny's video to hear her story and see the garden for yourself.

From Volunteer to Honorary President: Penny's Lifelong Commitment



Penny's connection to North London Hospice runs far deeper than her Open Garden events. In 1989, she helped establish the Mill Hill and Totteridge Support Group, originally setting out to raise £50,000 - a goal that has since grown into a remarkable £5 million+ in funds raised for the hospice.

Beyond fundraising, Penny has dedicated her time as a volunteer on the Inpatient Unit, served as a trustee and continues to provide companionship as a Compassionate Neighbour, supporting those facing life-limiting illnesses.

Her extraordinary contributions were recognised in 2022, when she was appointed a Patron of North London Hospice, and in 2025, as an Honorary President. In recognition of her outstanding service to the Barnet community and to charitable causes including North London Hospice, Penny was awarded an MBE at a special ceremony at Windsor Castle.

"The hospice provides the most amazing care for the people of Barnet, Enfield and Haringey and it costs £16million a year to run the services. That's the Inpatient Unit and also the thousands that are looked after in the community. We need every penny that can be raised. If you feel you can do it, please do open your garden. You will enjoy it - you will enjoy watching people's faces, you'll enjoy the compliments. It's worth doing, and knowing that you're doing it for such an important and wonderful cause"

This year, Penny is once again inviting guests to step through the gates of Highwood Ash and experience the magic of her garden. The event promises tea, plant sales and plenty of inspiration - all in support of a cause close to her heart.

Every ticket, every cup of tea and every plant purchase helps ensure North London Hospice can continue providing specialist palliative care for patients and their families across Barnet, Enfield and Haringey.

Join Penny in making a difference.



Garden Scavenger Hunt

Can You Find Them All?

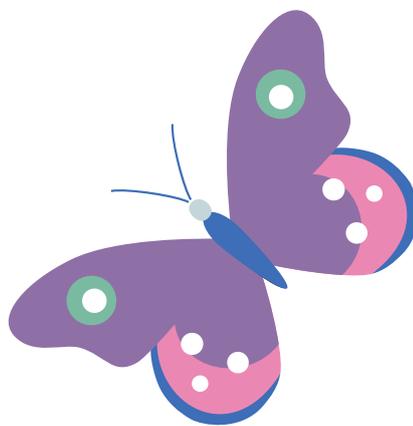
Welcome to the Garden Scavenger Hunt! Get ready to explore, discover and keep your eyes peeled for some hidden treasures among the flowers, trees and buzzing bees.

How To Play:

- Use your sharp eyes and your sense of adventure to find everything on the list below.
- Tick off each item as you find it.
- Some things might be hiding in plain sight, while others might need a little closer inspection.
- Bonus challenge: Snap a picture of your favourite find and share it with us.

Happy hunting - and remember to leave everything just as you found it!

- Something that smells amazing
- A flower that's bigger than your hand
- A bee buzzing from flower to flower
- A leaf with a funny shape
- A butterfly fluttering by
- Something that feels rough
- A wiggly worm in the soil
- A plant with spiky leaves
- A bird having a little sing-song
- A vegetable or herb growing in the garden
- A ladybird on the move
- A tree older than you
- Something that shares our hospice colours
- A feather on the ground
- A tiny hole where a bug might live
- A hidden fairy door... or maybe just a twisty old tree!



Super Bonus Challenge!

Can you spot something not on the list that makes you smile? Write it down or draw a picture of it!

You Did It! Well done, garden explorer!

