



Hosting a Small or Local Rally

The intention is to take all the ‘hassle’ out of organising an event -
if you can find a suitable hall and do the refreshments

1. Let's look at the hall you have in mind and see if it's suitable.

Check list:

Is the hall big enough for the number of ringers you have in mind?

Remember to take a tape measure; don't rely on estimates, paces or information from the hirer! (As a guide to the number of ringers, multiply the length of the hall by the width (in feet) and divide by 20 for comfort, by 15 for a bit of a squash)

Are the acoustics good?

Generally hard floors are better than carpet

Is there good access, preferably without steps, for loading and unloading tables and bells?

Is there enough parking – if not is there somewhere nearby?

Is there a kitchen or another area for making tea with a kettle or boiler, cups, spoons etc?

Are we permitted to use these?

Are there one or more separate rooms available?

It would be ideal to have somewhere to eat and drink and/or to use as a 'creche' for youngsters in the meantime. Would there be space there for the Sales Table (about two 6ft tables)?

Are there enough toilets and are they nice and clean?

We like to hold a raffle or draw, does the hirer allow this?

(You will need to agree with the Committee before the invitations are printed what the draw is in aid of; each team is asked to bring a prize)

Are there tables and enough chairs available?

(Many teams will not want to bring their own tables and you'll need others – for food, Regional bells, raffle, sales table, etc)

Make a note of how many tables are available and their size (check that they are 'normal' height and not the very low ones)

Is there enough light and do the windows have curtains/blinds in case there is too much?

Does the hall have a PA system? Are we allowed to use it?

Is it warm enough?

Are fire extinguishers in evidence?

2. It all looks OK?

Obtain a copy of the booking form and talk it through with the hirer covering the following points. Send it to the Regional Treasurer (alternatively the local team can hire the hall and the Treasurer will reimburse the team – useful if there is a special hiring rate for ‘local’ organisations.)

Next check list:

Is everything included in the price – no hidden extras such as tables and chairs, PA system?

VAT - HRGB is exempt from VAT on hire charges

What about electricity – is there a meter?

Is there a maximum number of people allowed in the hall?

Do you think the charge is reasonable?

(The hall price will determine what ringers are charged; the higher the charge, the fewer ringers will attend; the lower the price the more likely you are to make a loss)

Are there specific insurance requirements?

(As long as it is seen and advertised as an HRGB event, HRGB will usually cover insurance)

Is a deposit required and when is it payable?

Who supplies consumables such as toilet rolls?

Can you find out if the hall is covered by its own PRS (Performing Rights Society) licence?

3. Format of the day

- What date will you choose? Will it be in or out of the school holidays? Remember to check for Bank Holidays and check with a Committee Member that it does not clash with another nearby HRGB event.
- What time will the event start? *(Remember you will need to book the hall for about half an hour before doors are ‘open’ to allow for setting up)*
- What time will it finish? *(You will need to allow about 30 minutes clearing up time after the end of the rally. Generally winter events should end earlier than others because of travel)*
- Will there be breaks for tea or food? How often and for how long? *(Remember ringers will need a break – but they don’t want to get bored!)*
- Where will the massed ringing music come from? And who will conduct it? *(And will you offer teams the opportunity to ring solos?)*

4. Catering

There are several ways of doing this, you could:

- have a ‘shared’, ‘faith’, ‘American’ or ‘bellringers’ tea. (The invitation will ask the ringers to bring along, sandwiches, quiches, cakes etc. You will need to set these out and invite people to help themselves at tea time) or
- ask the team to make pasties, sandwiches, cakes etc. (and sell these to the ringers) or
- if the event is a long one, you could investigate getting local fish and chips, pasties, pizza or jacket potatoes delivered.
- *If possible find someone with a Food Hygiene Certificate to oversee the handling and storage of food.*

5. Teamwork

It’s a good idea to spread the workload for the event between as many people as possible. Get your team together and parcel up the jobs. You’ll need:

- Someone to prepare and someone else proof read the draft invitation especially the times, directions etc. It would be helpful if this person had email. You’ll need to decide on prices (aim to break even), a timetable and declare who will benefit from the raffle at this stage.
- Someone to ‘survey’ the hall and do a floor plan (get details of sizes and positions of doors, fire exits, windows and any radiators). Also positions of power points if there are not very many.
- If you know any teams locally who don’t belong to HRGB prepare some extra booking forms and invite them.
- And the local press may be interested too.
- If the hall is difficult to find, nominate someone to put up direction signs
- Someone to arrange tea or coffee for ringers on arrival and during the interval(s) and do the washing up!
- Someone to welcome the ringers and show them where to go.
- Someone to sell tickets and look after the raffle if you are having one.
- At the end of the event make sure someone is responsible for cleaning up, disposing of rubbish (if this is called for in the terms of hire) and removing any property left behind for safe keeping. Also please take down any direction signs.
- Nominate someone to take photographs* and do the write-up for the Regional Newsletter.

6. Photography

Any member of HRGB or professional organisation wishing to take photographs or video images of the event should seek permission from the organisers and will be expected to provide evidence of their membership of HRGB, relationship to an HRGB member or professional organisation.

The rally invitation should include a warning that: *Photographs of this event may be published in Regional Newsletters, the Society Journal "Reverberations", HRGB websites and other local media publications as appropriate.*

Should objections be raised to the taking of photographs of a particular group or individual, the images must not be used under any circumstances.

If young people are attending, a permission form can be downloaded from the HRGB website: <https://handbells.org.uk/permission-form>

7. Safeguarding

Advice on is available from the Regional Safeguarding Officer (see <https://handbells.org.uk/regional-safeguarding-officers> for details)

At HRGB-organised events where children and young people are participating, a named **Event Safeguarding Lead** should be identified and published

The Event Safeguarding Lead should be present at the event they are responsible for (the Safeguarding Lead may be the Event Organiser, though this is not recommended). They should make themselves available to participants who have safeguarding and child protection concerns, though these are likely to be rare. They should make sure that their name and contact details are made available either before or during the event or both. They do not need to be "experts" in safeguarding and child protection matters, but should be approachable and able to listen with empathy to others' concerns.

The Event Organiser should have a record of who is responsible for each of the young people attending the event. This may be, for example, the Team Leader who has booked them into the event, or a teacher, parent or a Society member acting in *loco parentis*.

You will need to have a list of all participants' names and teams in case contact needs to be made with any participants after the event. This list should be kept for a year and then be destroyed. (*N.B. This is also be important in the case of fire or other emergency; Emergency Services attending a venue will ask for a complete list of occupants / participant.*)

Name of Rally

Location

Date

Hosted by (usually team name)

Day's programme including:

Doors open, set up time

If tea/coffee or other refreshments available)

Start of ringing time

***Time of tea break (usually 30 - 45 minutes), arrangements
(teams to bring and share, food items on sale etc)***

Time for resumption of ringing

Planned finish time

Nature or description of the event: (massed ringing, team solos, non-ringing items etc)

Suitability: (experienced ringers, new comers, young people, teams, individuals etc)

Photography notice: (eg *You are asked to note that photographs of this event may be published in the Regional Newsletter, the Society journal **Reverberations**, HRGB websites and other media publications as appropriate; those wishing to take photographs/videos must obtain permission from the organisers)*)

Safeguarding notice: The Safeguarding officer for this event is (name); (email or telephone number); *if you are bringing young people to this event please advise the Safeguarding officer of who will be responsible for them on the day.*

Booking form template

Team Name:

..... HRGB members @ £ each £.....

.....Non HRGB ringers @ £ each (policy is that these prices should be 50% - 100% higher than members prices. This encourages membership but should not be so high that it puts people off coming to the event)

£.....

.....Visitors (non ringers) @ £ each (*drivers etc. usually charged a nominal amount covering tea/coffee etc*) £.....

£.....

..... Juniors (under 18) (*usually no charge*) £.....

£.....

Admin. and postage @ £ (per team usually £3 - £5) £

Total _____

If food is being ordered in (eg pasties, pizzas, fish and chips), cost per person and number required. (*Pay on day or in advance?*)

If tables are available to borrow (*foam is not usually available*) indicate length of table run needed)

Amount of space required by the team if bringing their own tables (If irregular shape please include sketch)

Any other information you need.

Directions to the hall including a post code for Satnav users

If a draw is planned - state whether you want teams to bring prizes
State what the proceeds of the draw will be used for (legal requirement)

Bring HRGB Membership Cards (*enables Safeguarding officer to check ids if necessary; a 'membership card draw' for a prize is a good incentive*)

Name and address to which the completed form should be sent

Latest return date for booking form:

Who should cheques be made out to (usually HRGB SW)?

Name/address/number/email of person booking in case of query.

HRGB Safeguarding Policy

Please give the names of ringers who will probably attend; one of the organisers will check these off with you on the day, deleting anyone not present and/or adding any additional attendees. Ringing fees will be adjusted accordingly.

[illegible]