



Salisbury Diocesan Guild of Ringers

Guidance for SDGR Social and Competition Events



This guidance is intended for SDGR Striking Competitions and/or other Social Events.

If the event is a striking competition and the ringing room in the church is at mezzanine or ground floor level, then it is essential that the bellringers tea/lunch be held in a nearby hall, so as not to disrupt the ringing during the competition.

Confirmation of the church and hall bookings need to be done well in advance of the event and is the responsibility of the host Branch. Invoices should be submitted to the Guild Treasurer for payment. A four-hour booking for a competition and tea should be adequate, but check booking allowances for setting up and clearing away.

A proven method of communication between church and hall is essential either via mobile phones or walkie talkies. These need checking out well in advance, to establish the signal is reliable. Two members to be tasked with this on the day, enabling the stewards to focus on the ringing.

If, however, the ringing room is situated up in the tower and if the church has toilet facilities, a fully equipped kitchen, plus adequate tables and chairs and space to comfortably seat around seventy people, then holding the tea/lunch in the church could be an option.

Venue for Tea/Lunch

The venue should have a fully equipped kitchen with cutlery, crockery, mugs, plates etc. for around seventy plus people. Other essentials will include large knives and plates, a hot water boiler/urn, Kettle, a large teapot, milk jugs, water jugs, and sugar bowls. Check washing up facilities, the supply of tea towels and washing up liquid etc.

The venue should have sufficient tables and chairs to seat around seventy at tables, plus at least 3 x 6ft tables or equivalent, to serve a buffet meal. Consideration also needs to be given to the serving of hot and cold drinks, which could necessitate an additional table if there is no suitable counter top.

It is advisable to check in person the facilities available at the chosen venue, including that the toilets are adequately equipped, also check that refrigerators, Kettles, urns etc. are in good working order.

The setting up and clearing away afterwards is the responsibility of the host Branch/Tower.

Host's Responsibilities

In addition to the above, arrangements need to be made to supply; tea (minimum 80 bag size box) milk (minimum 2x2ltrs) a large jar of coffee, sugar and concentrated fruit squash (2x1ltr bottles in warm weather). You may also like to offer decaffeinated tea or coffee and maybe an additional herbal tea. A selection of biscuits together with serviettes will also be required.

If the venue does not have a refrigerator then a cool box is essential.

The host Branch/Tower is responsible for appointing volunteers to receive donated food before the tea/lunch, for arranging the buffet and serving hot and cold drinks as required.