

Mobile Belfries Trust – Booking Conditions

The Mobile Belfries Trust operates two mobile belfries, the Touring Tower and the Charmborough Ring. There are times when two events are taking place on the same day, and we need to deploy both rings. Therefore the availability of drivers, where our rings are stored, and the events taking place immediately before and after your event, may determine the choice of ring. Wherever possible we will attempt to confirm which ring is coming as soon as practical, but this may not be possible at the time of the initial enquiry.

There are three stages to our booking process:

1. **Enquiry:** *People may submit an enquiry at anytime. We keep a record of enquires, but do not publish them on the calendar on our website. At this stage we will provide a quote of the hire charges.*
2. **Provisional booking:** *If the hirer wishes to proceed, we will accept a provisional booking. There is no financial commitment, but the Trust will honour the booking unless another hirer makes a confirmed booking for the same date, and there is no alternative belfry or driver available. The provisional booking will be added to our public calendar.*
3. **Confirmed Booking:** *The Trust will honour this booking, unless there are unforeseen circumstances beyond our control. No deposit is required, but if a confirmed booking is cancelled by the hirer less than three months before the event, this will incur a cancellation charge on a sliding scale as follows:*
 - *Between 12 and 8 weeks before the event date – 33% of hire fee*
 - *Between 8 and 4 weeks before the event date – 66% of hire fee*
 - *From 4 weeks before the event date – 100% of hire fee*

If the Trust receives a replacement booking for the cancelled date, the cancellation fee will be waived.

General conditions – both rings

You will need to obtain permission from the event organiser/landowner, and ensure that there are no overhead power cables or other obstructions in the way, or surfaces that can become damaged, and that gates and driveways are wide enough. We are happy to discuss this with you, and look at photographs of the site, if necessary.

The Trust carries £10 million liability insurance for employees and volunteers and £5 million liability insurance for members of the public who may be affected by something which is the Trust's fault. The Trust also holds personal accident cover for accidents which are not the Trust's fault. The level of personal accident cover is low, and people's personal circumstances vary considerably. Any volunteers should be made aware of this and the need to follow our supervisors' instructions. The Trust's current [Insurance certificate](#) can be downloaded from the Trust's website.

You will need to provide a competent team of ringers to ring the bells and demonstrate ringing. Please note that the bells are significantly lighter than most tower bells, so your ringers may take a little while to get used to them.

The Mobile Belfries Trust's safeguarding policy is that if you are using the ring to recruit young people and vulnerable adults, local organisers are responsible for putting appropriate safeguarding measures in place. This includes ensuring that there is no touching or inappropriate behaviour or remarks, and that the ringing is adequately supervised.

Bookings are accepted on the understanding that we have a suitable driver and tow-vehicle available on the day. However, whilst we will do our best to honour the booking, we cannot guarantee this, when circumstances are beyond our control.

You will stand out from the crowd if your ringers wear matching T shirts such as those of your Guild/Association or those of your local band.

We are working closely with the Central Council of Church Bell Ringers and their [Ringing 2030](#) project. Images, templates and a style guide are available at [Bellringing Branding and Publicity Material – CCCBR](#), so that you can design your own T shirts, roller banners, feather fags and handouts.

We have a 3m x 3m gazebo which we will bring along with our mobile belfry, which features the new Ringing 2023 Bellringing branding.

You may also find the following recruitment and retention resources useful: [Recruitment and retention resources: Planning for success | ARTOnline](#). Please also look at the case studies on our website: [Case Studies – The Mobile Belfries Trust](#)

The hire cost includes transport to/from the site if within 50 miles of one of our bases. Beyond that additional mileage rates apply. The Trust invoices hirers either immediately before or after the event. Invoices are payable within 30 days of presentation.

Specific conditions – The Touring Tower

Setting up takes about an hour and dismantling about 45 minutes, so long as the trailer can be driven on to the pitch. It is not possible to erect the ring without the trailer. The trailer is 2350mm wide.

We need a reasonably level pitch to erect the ring. It should be possible to accommodate variations of up to $\pm 50\text{mm}$ (2") A space of at least 4m x 4m, is required in order to accommodate the four outriggers. The tower itself measures 2m x 2.2m.

An additional space of at least 8m x 3m is required at the front, rear or side of the pitch for the tow vehicle and trailer to deliver and collect the ring. This could be an access roadway, or path through the event. If there is insufficient space to store the trailer at the event, it can be taken off-site.

We also have a 3m x 3m pop up gazebo, to accommodate display material. Hirers may also wish to provide their own tables and chairs for the ringers. This can be positioned alongside or to the rear.

There is a video of the bells being rung at an event and showing a possible layout here: <https://youtu.be/vH5A-Akn32A?si=V5pv4nzVLSq9AaAl>. Also some alternative layout plans on our website here: [Touring Tower space requirements](#)

The Trust will provide a competent supervisor to direct the erection and dismantling, but the hirer must provide a team of at least 2 able bodied adults (16+) to help with this. We suggest that you ask them to arrive promptly at a time to be agreed so that our supervisor has chance to orientate themselves on the site first.

The same number of volunteers are required to help with dismantling.

Specific conditions – The Charmborough Ring

Setting up takes about an hour and a quarter and dismantling one hour, so long as the trailer can be driven on to the pitch. It takes longer if we need to off-load the trailer and carry everything to the pitch. The Charmborough Ring can therefore be used in situations where there is not access for the trailer, including indoors.

We need a reasonably level pitch of 8m x 5m to erect the ring, although with our wooden blocks and planks we can accommodate variations of up to $\pm 225\text{mm}$ (9") The footprint of the ring once erected is 4.3m x 2.05m and it is 4.25m high. The trailer on which the ring is transported is 2.08m wide x 2.2m high and weighs 2,100 Kg fully laden.

The Trust will provide a competent supervisor to direct the erection and dismantling, but the hirer must provide a team of at least 5 able bodied and reasonably strong adults (16+) to help with this. We suggest that you ask them to arrive promptly at a time to be agreed so that our supervisor has chance to orientate himself on the site first. Once the trailer has been off loaded and the legs set up, which takes about 30 – 40 minutes, we only need two people to help.

The same number of volunteers are required to help with dismantling.

The volunteers should be suitably clothed for carrying the steel-work and wear stout footwear. The Trust will provide all the tools necessary and has a small stock of strong rigger's gloves and hard hats which the volunteers are encouraged to wear. I have attached a risk assessment. There is a video of the erection sequence here: <https://www.youtube.com/watch?v=8HU15BZTzWA> Please encourage the volunteers watch this video beforehand.