

Information for Hosts

Rally – do as much or as a little as you feel comfortable doing.

1. Should you require any assistance with hosting your rally, please do not hesitate to ask any member of the committee.
2. There will be no camping and rally fee payable by the hosts of the rally. N.B this is applicable for 1 unit only for up to 2 nights, if you do joint hosting, you will share the free rally fee.
3. Hosts should make arrangements to collect the Jolly Box (large box containing items for Coffee/Tea making, Directional and Reception signs, and booking in sheet) at the Rally prior to your own Rally. If you are unable to do so please contact a member of the committee for alternative arrangements to be made.
4. You should endeavour to be the first to arrive at the Rally, at least 1 hour before rally start time. Again if this is going to be a problem, please advise a member of the committee accordingly. Please place directional signs appropriately to assist with ralliers on their approach to the venue.
5. At the Rally, it is the responsibility of the host to welcome and book arrivals to the site, as well as site each vehicle, taking into account the recommended distance between vans and the available parking area. This should be 20ft (6m), and should allow 10ft (3m) between awnings. All vans to be parked to allow a clear passageway between adjacent vehicles and least 20ft (6m) between rows of vans (where possible). Vehicles should be able to leave the rally site without obstruction driving forward. All caravans should be parked with the A-frame forward and disconnected from the towing vehicle.
6. Please complete the Rally Booking-in Form for each van on arrival, by completing full name(s) including first names, Registration No., the group, the number of adults and children in the unit and the number of nights they are intending to stay. You should also request to see their Membership Card, and if there is a problem you should alert this to a committee member.
7. Please alert the Chairman/Vice Chairman or any other committee member to any new members attending the rally as soon as possible.
8. The hosts should provide milk and biscuits for coffee morning. (This would usually be 4 pints for a normal weekend rally). (If you will not be able to do so, please contact a committee member in advance to advise).
9. Expenses incurred for your Rally of up to £10 will be reimbursed. If you wish to be reimbursed for expenses in excess of £10, you must seek authorisation from the committee in advance of your Rally. In order to be reimbursed please provide receipt(s) with a completed expense sheet obtainable from a committee member.

Helpful Hints:

Programme: It is not compulsory to produce a programme; however it is a nice gesture to explain what is happening over the weekend and what is in the local area. It can be as simple or elaborate as you wish. If you have difficulty producing, please contact a member of the committee.

Quizzes: If you want to do one they are a great way to get people involved and can be fun.

These can be in a range of formats from quizzes to be completed in the van or group participation in the hall/tent.

Suggestions for the weekend:

Bingo, Beetle Drive, Background Music, Quiz's, Sports/Games, Walks, Tea Dance, Cinema, Disco, Snail Racing, Themed weekends, Activities, Crafts, Dance Lessons, Table Top Sale, Demonstrations, Supper, Food, Breakfast, etc...

Sunday - Coffee Morning

The urn(s) should be filled with water and turned on at least one hour before the required time (or if using the gas urn, one and a half hours).

For tea – allow 8 tea bags to a teapot.

For coffee – place a bowl of instant coffee for people to help themselves. (fill another teapot with boiling water to add or alternatively fill cups from the urn).

On a separate table place a couple of bowls of sugar and a couple of jugs of milk for people to help themselves.

Don't forget a platter of biscuits and a container for the spoons.

Remember that at coffee morning there can be a large number of people milling about and you need to think about any Health and Safety risks.

To replenish supplies of coffee, tea bags or sugar please contact committee.