

Dear CAMRA Member

Colchester & N E Essex CAMRA would like to invite you to help us celebrate the 11TH CLACTON-ON-SEA BEER FESTIVAL, taking place between Wednesday 23rd & Saturday 26th August 2005, at St James' Hall, Tower Road, Clacton on Sea. CO15 1LE

Last year's festival was another great success, again in no small part due to everyone who volunteered their time. Yet again, we desperately need YOUR help – even a couple of hours would be greatly appreciated, especially during the set up on Tuesday/Wednesday and clearing up the following Sunday.

But staff are needed at all sessions, from the "quietest" weekday afternoons to the busier evenings.

If you can help at any session, please complete and return the form below. Copy your times to the sheet overleaf, which also gives general staff information. Please note that you do not have to be a CAMRA member to work at the festival but why not join anyway!

We can attempt to find accommodation with local CAMRA members for staff who may otherwise not be able to assist.

If you can help by arranging car-sharing or are to offer any other form of transport or accommodation please contact me or the staffing officer.

Many Thanks for your help.

Dave Inskip, Beer Festival Organiser, Clacton.

E-mail: bfoclacton@*remove*colchestercamra.org.uk

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Please return the completed form to: Liz Mullender, 16 South Street, Colchester, Essex CO2 7BL

NAME: CAMRA Memb No:

ADDRESS:

TELEPHONE: (home); (work/mobile)

Have you worked at a CAMRA Beer Festival before? Y/N Is there any job you would prefer to do? Door Y/N. Real Ale Bar Y/N. Cider Y/N. Foreign Beer Bar Y/N. Washing Up Y/N.

E-Mail: If you would like to be advised of future branch meetings, social events etc by E-mail, please tick here:

Important Note: By completing this form you agree that that you will not attempt to undertake any form of work for which you may be unsuited by means of any injury or medical condition

Please tick sessions you wish to work	10 am – 12 noon	12 noon - 3pm	3pm - 6pm	6pm - 9pm	9pm - midnight
TUESDAY 22nd AUGUST Setting up from 4.30 pm			(4.30 pm)		
WEDNESDAY 23rd AUGUST Open to the public from 6 pm					
THURSDAY 24 TH AUGUST Open 11am - 11pm					
FRIDAY 25 TH AUGUST Open 11am – 11pm					
SATURDAY 26 TH AUGUST Open 11am – 11pm					
SUNDAY 27 TH AUGUST Knock down from 9am	9 am start				

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STAFF INFORMATION (boring but essential) – PLEASE READ!

Thank you for volunteering to help at this year's festival. When you arrive, please ask for **Dave Inskip** or any of the committee members for allocation of duties.

Please read the Health, Safety and Hygiene guidelines and Fire regulations, which are posted at various locations around the venue. This is basically all common-sense stuff, but very important. If you can help with the setting up and knocking down phases on Tuesday and Sunday, please wear heavy boots and gloves, if possible. It is important that you do not undertake any form of work for which you may be unsuited by means of any injury or medical condition. By completing the attached form you are deemed to have agreed with this. All staff working at the festival (CAMRA members and non-members) are covered by our Insurance Policy, details of which can be obtained from the organiser if required.

This year we are asking CAMRA members who live locally if they can help accommodate other members who may otherwise not be able to work at the festival, due to poor late-night public transport. If you are staying with someone, please remember that your hosts are not being paid for this – treat your hosts and their home with the same respect they could expect if staying with you. Perhaps offer to pay for meals (if offered), do the washing up, take the goldfish for a walk, etc.

To show our appreciation for your assistance, all staff may purchase drinks at a discount - 50 pence for a pint (or half) of ale and cider. Discounts will also be available for bottled beers and food. Please note, however, that discounts apply **only** to those wearing staff badges, and **not** to their friends, families, pets etc.!

Soft drinks are free to staff and customers (Especially designated drivers)

IMPORTANT: It is a condition of our insurance cover that organisers do not allow anyone who they consider incapable of working safely to work in any capacity. By all means take advantage of our cheap beer prices, but please **DON'T OVERDO IT!** If you are asked to take a break or cease working altogether, please comply with good grace.

Please remember that we are here to promote real ale and the aims of CAMRA. This includes ensuring that no-one gets short measures - all our glasses are oversized, with clear pint and half-pint marks. A measure should be drawn so that the liquid just reaches the line, with the head as a bonus, not part of the pint. If anyone wants to sample a drink before buying, pour a half-inch or so into their glass, but watch out for anyone who thinks they can drink their way through the festival for free in this fashion!

If anyone complains about beer quality, just change it - but again be aware of the 'clever' types who only complain after they've drunk most of it! In general, though, the customer is always right, even if they're wrong! If anyone wants to drink out of their own glass or tankard which you suspect holds much more than a pint, use a spare measured glass (not the one you're drinking from!) and pour it into theirs.

Do not serve alcohol to anyone who is, or who you believe to be, under 18 years of age OR anyone who in your opinion is already incapacitated through drink or drugs. Any doubts, ask for the Festival Organiser.

Committee members will regularly empty cash tills. It shouldn't need saying, but obviously we are all relying on everyone's honesty to make this a successful festival.

Any questions, if a barrel needs changing/tipping, or if you simply want a break, please speak to **Nigel Mullender, Trev Johnson**, or myself.

Finally, many thanks again for your assistance - and don't forget to enjoy yourself.

Dave Inskip, Beer Festival Organiser

bfoclacton@*remove*colchestercamra.org.uk