

STAFF INFORMATION – PLEASE READ, COMPLETE AND SIGN

Thank you for volunteering to help at the 23rd Colchester Summer beer festival. When you arrive please ask the staffing officer for allocation of duties. Please read the **Beer Festival Safety Policy** and acquaint yourself with the layout of the hall and the fire exits. This is basically all common-sense stuff, but very important. If you can help with the setting up and knocking down phases on Monday and Sunday then please wear Safety footwear 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 staffing 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.

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 staff, whilst working and **not** to their friends, families, pets etc.! Soft drinks are free to staff and customers. **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. To ensure 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 the following:

- 1- Anyone who you believe to be under 18 years of age
- 2- Anyone who in your opinion is already incapacitated through drink or drugs
- 3- Anyone acting in an aggressive or violent manner.

If in any doubt then ask for the Duty Manager.

Committee members will regularly empty any cash tills in use. 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/tilting, or if you simply want a break, please speak to the Duty Manager.

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

Dave Nunn, Beer Festival Organiser.

	Set Up from 8AM						Knock Down from 9AM
	Monday 26th May	Tuesday 27th May	Wednesday 28th May	Thursday 29th May	Friday 30th May	Saturday 31st May	Sunday 1st June
10am - 11am							
11am - 12noon							
12noon - 1pm							
1pm - 2pm							
2pm - 3pm							
3pm - 4pm							
4pm - 5pm							
5pm - 6pm							
6pm - 7pm							
7pm - 8pm							
8pm - 9pm							
9pm - 10pm							
10pm - 11pm							
11pm - Close							

Important Note: By completing and signing this form you have agreed that you have read (or will read on arrival) both the **Staff Information** and the **Beer Festival Safety Policy** and will comply the terms and conditions

NAME:..... **CAMRA Mem No:**.....

ADDRESS:.....

CONTACT PHONE NO:..... **SIGNED:**.....