

Dear CAMRA Member

Colchester CAMRA would like to invite you to help us celebrate the 3<sup>rd</sup> Colchester Winter Ale Festival, taking place between Thursday 21<sup>st</sup> & Saturday 23<sup>rd</sup> January 2010, at Colchester Arts Centre.

Yet again, we desperately need YOUR help – even a couple of hours would be greatly appreciated, especially during the setting up on Wednesday and clearing up the following Sunday. A few extra pairs of hands on Thurs & Fri afternoons would also be useful, and Thurs and Fri evenings are usually busy. This year we will be having music on Saturday night.

We will attempt to find free accommodation with local CAMRA members for staff who may otherwise not be able to assist. We will also try to arrange car sharing, and may also consider assisting with bus/train or taxi fares. Should you be interested, or able to offer a sofa for a night, please contact myself.

If you can help at any session, please complete and return the form below.

Many Thanks for your help,

Beer Festival Committee.

Tel: 07817 200764 (Alan Wareham – Membership Secretary)  
E-mail: membership\*\*\*AT\*\*\*colchestercamra.org.uk



Please return the completed form to:

NAME:..... CAMRA Mem 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 Bar Y / N Cider Y / N Foreign Beer Bar Y / N

E-Mail: ..... (If you would like to be

advised of future branch meetings, social events etc by E-mail, please tick here:

Please tick sessions you wish to work	Morning from	12 noon - 3pm	3pm - 6pm	6pm - 9pm	9pm - midnight
WEDNESDAY 20 <sup>th</sup> JAN Set up from 9am					
THURSDAY 21 <sup>st</sup> JAN Open noon – 11pm	10.30am				
FRIDAY 22 <sup>nd</sup> JAN Open noon – 11pm	10.30am				
SATURDAY 23 <sup>rd</sup> JAN Open noon – 11pm	10.30am				
SUNDAY 24 <sup>th</sup> JAN Knock down from 9am	9am – 1.30pm.				

**Important Note:** By completing and signing this form you have agreed that you have read the Staff Information Sheet, Beer Festival Safety Policy and the Health and Safety Volunteers Handbook and will comply with the terms and conditions contained in them. Copies of which can be obtained from the Beer Festival Organiser and the Staffing Desk.

SIGNED:.....

## **STAFF INFORMATION – PLEASE READ**

Thank you for volunteering to help at the 3<sup>rd</sup> Colchester Winter beer festival. When you arrive, please ask the duty staffing manager for allocation of duties. Please read the **Health and Safety Volunteers Handbook** and 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 Wednesday and Sunday, 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 a clear half-pint mark. 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 ask for the Duty Manager.**

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/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.

**Martin Ibberson, Beer Festival Organiser.**

