

Dear CAMRA Member

Colchester & N E Essex CAMRA would like to invite you to help us celebrate the 21st Colchester Real Ale & Cider Festival, taking place between Tuesday 23rd & Saturday 27th May 2006, at Colchester Arts Centre.

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 setting up on Monday and clearing up the following Sunday. A few extra pairs of hands on Weds, Thurs & Fri afternoons would also be useful, and Thurs and Fri evenings are always busy. This year we will be having music on both Tuesday and Saturday nights. Just to prove that we'll even resort to bribery, we will provide a pub lunch for anyone who helps us knock down on the Sunday, and a few treats for all at our June branch meeting at the Mersea Island Brewery.

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 me

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.

Many Thanks for your help.

Dave Nunn, Beer Festival Organiser

Tel: 01206 769882 (home/work) E-mail:bfocolchester@colchestercamra.org.uk

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Please return the completed form to: Dave Nunn, 3 Nunns Road, Colchester CO1 1EJ

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
MONDAY 22 ND MAY Setting up from 8am	8am				
TUESDAY 23 RD MAY Setting up 9am, open 6 - 11pm	9am				
WEDNESDAY 24 TH MAY Open noon - 11 pm	10.30am				
THURSDAY 25 TH MAY Open noon - 11pm	10.30am				
FRIDAY 26 TH MAY Open noon – 11pm	10.30am				
SATURDAY 27 TH MAY Open noon – 11pm	10.30am				
SUNDAY 28 TH MAY Knock down from 9am	9am – 1.30pm. Free Lunch at the pub for all who help!!				

STAFF INFORMATION (boring but essential) – PLEASE READ CAREFULLY!

Thank you for volunteering to help at this year's festival. When you arrive, please ask for **Dave Nunn** 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 Monday and Sunday, please wear safety 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.

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. Please note, however, that discounts apply **only** to those wearing staff badges, and **not** to their friends, families, pets etc! The people running the food stall will also be given a number of badges for staff discounts – and in return, will give us discounts on food. Some off-duty Arts Centre staff will also qualify, again with badges. Soft drinks are free to staff and customers.

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 try a particular beer, please offer them a sample - 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.

In the interests of hygiene, please try to avoid touching glasses onto the taps, or immersing the taps into the beer in the glass. Should anyone request a clean glass, direct him or her to reception, where we will be pleased to change it for a new one.

All of the above is important. The next bit is **VERY IMPORTANT**

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. IF IN ANY DOUBT, PLEASE CONSULT THE ORGANISER OR ANY COMMITTEE MEMBER.

IT IS A CONDITION OF OUR INSURANCE COVER, AND A LEGAL REQUIREMENT, THAT THE ORGANISERS DO NOT ALLOW ANYONE WHOM 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, PLEASE COMPLY WITH GOOD GRACE.

For the first time we will be using **beer cards** instead of cash. Customers pay for a card on entry, and top-ups (in any multiple of 10p) can also be purchased at the Belgian and Cider bars. Each card is printed with up to 5 x £1 strips, divided into 10p sections. When you have sold a beer (or snacks), simply cross off the relevant amount with the marker pens provided. Should anyone have insufficient credit on their card, you may take the balance in cash up to a **maximum** of 50p per transaction – if they need more than this, they **must** purchase another card. This procedure doesn't take long to get used to, and ensures that the majority of cash is held at reception, where it can be regularly collected – much more secure, and quicker too, as you don't have to keep rooting around for change. Refunds for the unused portions of cards will be given at reception – or they can be left in charity box.

Any questions, if a cask needs changing/tipping, or if you simply want a break, please speak to myself, **Nigel Mullender** (Bars Manager), **Trev Johnson** (Belgian Bar), or any committee member.

Please make a note here of the sessions you have agreed to work:

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

Dave Nunn, Beer Festival Organiser. Telephone 01206 769882 (home/work) 07985 662404 (mobile)
e-mail: bfocolchester@colchestercamra.org.uk