

STAFF INFORMATION – PLEASE READ, COMPLETE AND SIGN

Thank you for volunteering to help at this year's festival. When you arrive, please ask the Duty Manager for allocation of duties. Please read the **Beer Festival Safety Policy** and the **CAMRA Health & Safety Handbook for Volunteers** 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 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 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 half of ale or cider. Discounts will also be available for bottled beers and food. Please note, however, that discounts apply **only** to staff, 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. 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 Duty Manager.

Cash tills will be regularly emptied by committee members. 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.

Paul Mellor, Staffing Officer – 07723 607917 – staffing@harwichtown.co.uk

Your record of sessions at which you have agreed to work	10am – 12 noon	12 noon - 3pm	3pm - 6pm	6pm - 9pm	9pm - Midnight
TUESDAY (01/12/2009) Setup from 10am					
WEDNESDAY (02/12/2009) Open from 7pm					
THURSDAY (03/12/2009) Open from 11am to 11pm					
FRIDAY (04/12/2009) Open from 11am to 11pm					
SATURDAY (05/12/2009) Open from 11am to 11pm					
SUNDAY (06/12/2009) Knock down from 9am	9 am start				

Important Note: By completing and signing 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 and have read the Festival Safety Policy and Health & Safety Handbook for Volunteers.

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

ADDRESS:.....

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