

# KEIGHLEY BEER FESTIVAL 2010

## STAFFING FORM

If you are willing to work at or help set up the 22<sup>nd</sup> Keighley Beer Festival, to be held in Victoria Hall (adjacent to Keighley Leisure Centre), **Thursday 23<sup>rd</sup> September to Saturday 25<sup>th</sup> September**, please show when you are available on the tear-off form below and return it to Andy Moore, **preferably by Monday 13<sup>th</sup> September**. We will send confirmation of your times along with staffing details in late September.

### Please note

- 1) We require people to help in setting-up on the Tuesday and Wednesday and especially on Sunday for taking down. On Sunday pizzas will be provided afterwards for those helping at takedown. We have been able to improve beer quality at our festivals in recent years by using proper cooling. The best equipment is available from CAMRA HQ and so we need 2 drivers per trip to drive a rented van to St. Albans and back to pick up and return the cooling on Monday 20th September and Friday 1st October. Please let us know a.s.a.p. if you are willing to do one or both of these trips.
- 2) When the festival is open, if you intend to work from the beginning of a session, it would be helpful if you could arrive at least 15 minutes before the doors open. At the end of a session, we would be grateful if people could spare the extra half hour to clear up after the customers have gone.
- 3) We encourage people working all day when we are open to take a long break of 1.5 to 2 hours. Please indicate on your staffing form when you would like to have this break. Bear in mind our busiest time on Saturday is 4pm so we will need some staff to cover for those taking breaks at this time. If you can only do a few hours on Saturday we would prefer it to be around this time. Friday evening is busy too, and peaks around 8.30pm.
- 4) If you have any items you are willing to donate as tombola prizes, please bring them to a branch event before the festival or to Victoria Hall during set up. Also, please tell all your friends, work colleagues, family etc. about the festival and encourage them to come as customers (or better still, staff, if they are CAMRA members – just photocopy this form). Also, if you can distribute posters or flyers for us, we would be most grateful.
- 5) Up-to-date information on the festival can be found at [www.keighleyandcravencamra.org.uk](http://www.keighleyandcravencamra.org.uk)

### HEALTH & SAFETY

- In order to comply with Health & Safety regulations you will be required to sign in on arrival at the festival and sign out on leaving. Please have your membership card with you.
- On arrival at the festival you will be given a Health and Safety induction.

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Time	9am	10	11	12	1pm	2	3	4	5	6	7	8	9	10	11	12	1am	2
Tue 21 Sep																		
Wed 22 Sep																		
Thu 23 Sep																		
Fri 24 Sep																		
Sat 25 Sep																		
Sun 26 Sep																		

Shading indicates when the festival is open, boxed times are when we expect to have access to the venue, except Tuesday meet at Victoria Hall Saltaire at 9am or Victoria Hall Keighley at 10am.

Please indicate your availability above. You will be assigned an area in which to work on reporting for duty at the festival. We endeavour to place people in their favourite area but, of course, sometimes this is not possible and so please be aware that you may be asked to do something new!

Name	Telephone No.(s)
Address	
Email	
Other Information (experience, preferences, qualified first aider, have use of car during setup/takedown etc.)	
Have you worked at a festival before?	If so, which festivals?
CAMRA Membership Number	Branch (if any)

Return to: KBF Staffing, 12 Moorhead Terrace, Shipley, West Yorkshire, BD18 4LA.  
 Telephone : 01274 822841 or 07788 882154    Email: keighleybeerfestival@blueyonder.co.uk