

# SKIPTON BEER FESTIVAL 2009

## STAFFING FORM

If you are willing to work at or help set up Skipton Beer Festival, to be held in Skipton Town Hall, **Thursday 23rd April to Saturday 25th April**, please show when you are available on the tear-off form below and return it to Graham Cundall, **by Monday 6th April**. We will send confirmation of your times along with staffing details soon after this date .

**Please note**

- 1) We require people to help in setting-up on the Tuesday and Wednesday and **especially for the Evening sessions after 7p.m. , and on Sunday for taking down.** Although we do not have access to the hall on Tuesday until 10 am, we may meet earlier to help bring equipment from Saltaire and Crossflatts.
- 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 30 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. All sessions will end at 10pm.
- 3) We encourage people working all day on Friday or Saturday 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.
- 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 Skipton Town 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 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) or email [skiptonbeerfestival@blueyonder.co.uk](mailto:skiptonbeerfestival@blueyonder.co.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 number with you.
- On arrival at the festival you will be given a Health and Safety induction.

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

Grey shading indicates when the festival is open, boxed times are when we expect to have access to the venue.

**Please indicate your availability above. You will be assigned an area in which to work on reporting for duty at the festival.**

**I agree to abide by the Festival Hygiene and Health & Safety guidelines, a copy of which will be given to me before I start work at the festival. Signature.....**

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: Graham Cundall, 13 Skipton Rd, Embsay, North Yorkshire, BD23 6QT.  
 Telephone: 01756 796167      Email: [skiptonbeerfestival@blueyonder.co.uk](mailto:skiptonbeerfestival@blueyonder.co.uk)