

# SKIPTON BEER FESTIVAL 2010

## STAFFING FORM

If you are willing to work at or help set up Skipton Beer Festival, to be held in Skipton Town Hall, **Thursday 22nd April to Saturday 24th April**, please show when you are available below and return this form to John Cahill (Details at bottom of page), **by Tuesday 6th April**. You will be sent confirmation of your times along with staffing details soon after this date. On arrival at the festival please report to the staffing desk which is located at the back of the hall behind the stage.

**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 also on Sunday for taking down.**
- 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. Thur & Fri sessions will end at 10pm. The Saturday session is scheduled to end at 8pm. However we may stay open longer on Saturday if we have sufficient beer and customers left.
- 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) We endeavour to place people in their favourite/chosen area, however sometimes this is not possible so please be aware that you may be asked to work where you are needed most.
- 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.

Time	10	11	12pm	1	2	3	4	5	6	7	8	9	10	11
Tue 20 April														
Wed 21 April														
Thu 22 April														
Fri 23 April														
Sat 24 April														
Sun 25 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..... Date.....

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: