

CLACTON BEER FESTIVAL 25th to 28th August - STAFF INFORMATION

If you are able to help out at this year's festival please complete this form and return to Mick Hearn. There are various duties (washing up, clearing tables, manning the door) so please reply even if you don't wish to serve the public. Once the forms are returned a staffing list will be produced and you will be informed of the sessions you have been allocated. When you arrive, please ask the Duty Manager for allocation of duties and any Health & Safety information. Also please read the **Beer Festival Safety Policy** (attached to the Festival Information Board) 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 only **handle beer barrels and racking/shelving** if you are wearing protective gloves and safety boots or shoes with reinforced toecaps. 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, also whilst the Duty Manager will endeavour to give you adequate rest periods please don't work for longer than you feel comfortable with. 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 - £1 for a pint (or 50p half) ale and cider. Discounts will also be available for bottled beers and food. Please note, however, that discounts apply **only** to staff while on duty, and **not** to their friends and families. Soft drinks are free to staff and designated drivers. **IMPORTANT:** It is a condition of our insurance cover that organisers do not allow anyone to work whom they consider unable to work safely. If you are asked to take a break or cease working altogether, please comply with good grace. Please note that tilting of casks or alteration of cask labels can only be carried out by Duty or Assistant Manager.

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. If a customer requires a clean glass they can obtain one from reception.

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 designated staff. It shouldn't need saying, but obviously we are all relying on everyone's honesty to make this a successful festival. If you have any questions, if a barrel needs changing/tilting, or if you simply want a break, please speak to the Duty Manager. Finally, thank you for your offer of help - and don't forget to enjoy yourself.

**Mick Hearn, Beer Festival Staffing Officer – mick.hearn1@btinternet.com
Or post to - 32 The Street, Little Clacton, CO16 9LE**

Please ✓ or × those sessions at which you are able to help	9.00am – 12 noon	12 noon - 3pm	3pm - 6pm	6pm - 9pm	9pm - midnight
TUESDAY (no general public) Setting up only					
WEDNESDAY (general public from 6pm only)					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY (no general public) Knocking down only					

Important Note: By completing and returning this form you agree with all the conditions at the top of this form. The sessions will be shared around so please indicate all you are available for (you will be informed of your allocation).

NAME:..... **CAMRA Membership No:**.....

ADDRESS:.....

CONTACT PHONE NO:..... **email:**.....

If you are able & willing to be listed as First Aider whilst on duty please indicate below.
Yes

I am a current 'First Aid at Work' Qualified First Aider.	
I am willing to be an 'Appointed Person' for First Aid purposes.	

