

Stewarding at...



Filham Park, Ivybridge

9th - 11th September 2011

Steward's application form IVYLIVE 2011

Important Information

Thank you for applying to be a steward at **IVYLIVE** 2011. We greatly appreciate the important role that stewards play at our event. Please read our terms and conditions carefully as they lay out the responsibilities and rewards of stewarding at **IVYLIVE**.

To ensure that all stewards complete their agreed duties we are asking that a £50 cheque deposit (only cashed if forfeit) is included with each application.

Please return completed form, together with deposit cheque to:

IVYLIVE STEWARDS, PO BOX 93, IVYBRIDGE, PL21 0AJ.

Thanks.

IVYLIVE 9th - 11th September 2011 STEWARD APPLICATION	Admin Use	Attach passport photo here
Please ensure you have read the attached "IVYLIVE 2011 – Terms and Conditions for Stewards" Please complete in Black Ink and BLOCK CAPITALS		
Full Name:	DOB:	Age at Festival:
Permanent Address:	Occupation:	
Telephone:	Mobile :	Email:
Indicate areas you'd prefer to work in: Hospitality (must have hygiene cert) Ticketing Merchandising Backstage (must be 18 years old) Camp site Site marshal - gates, car parks, arena Fire marshal (must be 18 years old) Night shift (must be 18 years old)	Describe the skills that you can bring to IVYLIVE, ie sign language, customer service, construction, first aid, etc. Do you have a Criminal Record ? YES NO	
Do you have any specific dietary needs ?	Do you have health issues that we need to be aware of ?	
Circle shift pattern you prefer OR cross out those you do not: RED BLUE GREEN NIGHT		
Details of friends that you would prefer to work with:		
Give details of previous experience at IVYLIVE, or similar festivals:		
All the information contained on this form is correct and complete. I have read "IVYLIVE 2011 - Terms and Conditions for Stewards" and agree to abide by them		
Print Name:	Signature:	Date:

IVYLIVE 2011 – Terms and Conditions for Stewards

1. Please read these notes carefully as they lay out the responsibilities (and rewards) of stewarding at IVYLIVE. You agree to them by signing the application form.
2. The festival will be held at Filham Park, Ivybridge between Friday 9th September and Sunday 11th September 2011.
3. Applicants must be at least sixteen years of age at the start of the festival. Certain tasks at the festival are restricted to those over eighteen years of age.
4. Stewards will be entitled to free access to the festival and camping, in return for working a total of fifteen hours over four separate shifts. There will be a small number of places on nightshift with thirteen hours over two shifts. Applicants may indicate a preference for a specific shift pattern, but this cannot be guaranteed. Stewards will be required to report for duty at least 15 minutes before the start of each shift, to allow previous shift to be relieved in good time.

RED	First shift starts 1000 Friday	Last shift finishes 1200 Sunday
BLUE	First shift starts 1400 Friday	Last shift finishes 1600 Sunday
GREEN	First shift starts 1800 Friday	Last shift finishes 1900 Sunday
NIGHT	First shift starts 0100 Saturday	Last shift finishes 0800 Sunday
5. Applicants must attend a briefing session the week before the event. There will be two presentations, one on a weekday evening and another at the weekend.
6. Stewards will be asked to carry out a variety of tasks to ensure a safe and enjoyable festival for everyone. Applicants who have previous experience, and indicate a preference, may be placed in a specific area, but this cannot be guaranteed. Similarly efforts will be made to place groups of friends on the same shifts, where this is indicated on the application form.
7. Stewards will be issued with a meal voucher for each shift and drinking water will be provided.
8. There is a radio system across the site and all Stewards will be trained its use.
9. A distinctive Staff T-shirt will be issued to all Stewards; this is only to be worn when on shift.
10. All Stewards must ensure that they are suitably dressed for each shift, with regard to the weather, time of day and task to be carried out.
11. Personal Protective Equipment will only be issued to Stewards as required by their tasks. Where this is the case appropriate training will be given.
12. All Stewards will be briefed on the festival emergency procedures and will be expected to assist in marshaling visitors into the pre-planned areas.
13. At all time Stewards are expected to work with other members of staff, management and the security team to ensure a safe and enjoyable festival for everyone.
14. In previous years there has been a significant problem with Stewards failing to turn up for their shifts. For this reason each applicant will be required to deposit a cheque for £50. This cheque will be returned (uncashed) if the applicant attends the briefing and completes all their shifts in an acceptable manner. The deposit will also be returned if the applicant withdraws in writing by 1st August 2011, or provides documented evidence that attendance at the festival was impossible.
15. A Steward will be ejected from the festival (and their deposit forfeit in full) if the Event Manager judges that they have
 - Reported for a shift in an intoxicated state,
 - Drunk alcohol during a shift
 - Refused to carry out a lawful & reasonable request by the festival management or Security team,
 - Indulged in any anti-social activity, as reported by the Security team.
16. IVYLIVE is a name of Filham Music Ltd. A company registered in England & Wales. Registered address, Houndiscombe Road, Plymouth, PL4 6HL. Registered No. 86717226.