

The Gate Southwell Festival

Terms and Conditions for Volunteer Stewards 2024

1. **You must be at least 18 years or age on 30th June 2024.** All stewards must present a photo identification when checking in at the start of the Festival.
2. **Week-end Stewards:** You will be required to work a total of between 12 and 15 hours, between Thursday and Sunday, working one longer or two shorter shifts over 3 of the 4 days . You may work longer if preferred and reduce the number of days at work. Team Leaders may be required to work longer due to the extra responsibilities. Priority will be given to those who can arrive on Thursday and who will still be available on Sunday night. The more flexible you are the easier it is for us to accommodate your requests.
3. **Set-up:** Will commence on Monday 1st July at 10am until Friday 5th July. Set-up stewards are required to work four out of the five days. Priority will be given to those who can arrive to start on Monday 1st July at 9am. There is a limited number of Set-up stewards; if that number is exceeded you will be offered an alternative. If you start on Tuesday then you will work through to Friday.
4. **Take-down:** Will commence late on Sunday 7th July through to Tuesday 9th July at 5pm (you must be available right through). A bond of £150 is required, which will be returned when you have completed your task at 5pm on Tuesday.
5. Set-up and Take-down are both physically demanding and may involve lifting.
6. **All volunteers MUST attend a Health and Safety briefing** before their first on site duty and be aware of Emergency procedures in place on the site and/or in the venue where they are on duty.
7. **Duties may fall at any time of the day from 8am but not after 1am.** You will be expected to do at least one morning, one afternoon and one evening shift over the weekend.
8. **Applications will be processed on a first-come, first-served basis.** Late applications will obviously be considered but there is no guarantee that we will be able to meet any particular preferences.
9. **Volunteer stewards will work with a Team Leader or organiser.** The Team Leader is responsible for a specific area/location/venue. Stewards must report to the Team Leader 10 minutes before the start of their duty. The Team Leader will allocate you specific duties.
10. Please understand that it may not be possible to fully meet your requests for certain areas of duty. We endeavour to allocate to your preference but no guarantee can be made.
11. **Please make us aware of any physical or medical conditions** that restrict the duties you can perform so that you can be allocated suitable jobs.
12. **Drinking alcohol whilst on duty is not permitted at any time.** When on duty you must not be under the influence of alcohol or any other substance.
13. **Your priority as a volunteer stewards is to help the organisers to operate the Festival in a safe and controlled manner.** If your duties clash with events you would like to see, or participate in, then this should be brought to the attention of the Steward Coordinator as soon as possible. Please note it might not be possible to change rotas to suit all requests.
14. **Approximately two weeks before the festival (or as soon as rotas are prepared) you will be told the time of your first duty.** Please let the Steward Coordinator know as soon as possible if you are not going to be available for this duty. Full rotas may not be available until you arrive at the Festival and are always subject to change. Make sure you contact Steward Control frequently during the weekend to keep abreast of any changes.
15. **Due to insurance and health and safety considerations it will not be possible for children to be with you whilst on duty.**

16. **Come prepared for all weather conditions** e.g. suitable footwear, boots, warm and waterproof clothing, umbrella, sun protection, hat, a flask for hot and/or cold drinks.
17. **Volunteers will receive a Steward wristband** which admits them to the Festival Site all weekend. **Hi-vis vest and ID badge must be worn while on duty.**
18. **All volunteers will receive a programme of events and free camping.** Camping will be available as follows:-
 - a. Set-up: from Sunday 30th June.
 - b. Week-end & Take Down: from 12 noon on Wednesday 5th July..
19. If you are bringing a tent, caravan or camper then we do need to know in advance so a pitch can be allocated. We also need to know any special requirements.