

## 2016 Dartmoor Steward Application, Terms and Conditions

Please take a few minutes to read through the information below before completing your application form. While all stewards give their time voluntarily, we do need to make sure that all concerned are aware of the responsibilities that go along with being a steward.

**You must be over 18 years old at the time of the festival to be a steward.**

All Stewards are required to volunteer their time for a minimum number of hours (8 approx), in return for a weekend ticket with camping. These hours will be spread over the Festival weekend: We may allocate fewer hours to volunteers who are performing at the Festival (e.g. Morris dancing), or to those who assist the Festival in other ways, although quite a few willingly give more of their time.

**The Dartmoor Folk Festival rely on committee and volunteers working together as a team, and we need to make sure that all our volunteer stewards take their position seriously, so please –**

Turn up for shifts on time and in a suitable condition to work. Drinking alcohol or smoking whilst on duty is not permitted at any time.

Work with and support other stewards.

For outside duties please bring clothing suitable for all weathers (including sun screen).

Stewards may be involved at any festival venues, assisting at entrances/exits, information points, campsite and any other areas where the movement of people attending the festival may need to be managed.

Adults who are bringing children must purchase them a weekend ticket and make arrangements for their care while on duty. For insurance and Health & Safety purposes you will be unable to have children with you while on duty.

All Stewards are expected to be vigilant, courteous, sober and Health & Safety conscious. The Festival Journal is available at the Festival Office with all relevant site information and Health & Safety requirements.

Please remember that Dogs (except working Guide Dogs) are not permitted at any of the Festival Venues. Dogs are permitted on the festival campsite but must be kept ON A LEAD and under strict control at all times. Please consider this if bringing a dog with you.

We will endeavour to allocate duties to preferred areas, but we cannot guarantee it will always be possible.

If some of your stewarding duties clash with an event you wish to see, we ask that this be dealt with on arrival at the festival. Please be aware that we endeavour to meet any request, but that it is not always possible to change rotas

Please notify us of any changes to your circumstances as early as possible.

**In all matters and at all times during the festival, we need our stewards to act in a calm and professional manner. You are often the first point of contact with the public and you can make a big difference to their festival experience. We have a good relationship with our venues and the general public, and our stewards are vital in maintaining these relationships!**

Please don't hesitate to contact us for any queries at [dartmoorfolkfestival@gmail.com](mailto:dartmoorfolkfestival@gmail.com)

**In return, you can rely on the Steward Co-ordinators and the rest of the festival staff to support you in your role as a volunteer steward.**

**We will provide**

Weekend ticket (as described above)

Steward briefings to update and share information each day

Clear list of duties and any equipment required to carry out role

Hi'vis jacket while on duty

Tea, Coffee and water plus rest area

Sunday lunch (small donation appreciated)

The Festival has in place appropriate Public Liability and Liability Insurance

*We will endeavour to confirm receipt and acceptance of applications by email or phone as soon as we can.*