

### **Dartmoor Folk Festival. Terms & Conditions for volunteer stewards**

While stewards give their time voluntarily, we do need to make sure that everyone is aware of the responsibilities that go along with being a steward. The Dartmoor Folk Festival relies on committee and volunteers working together as a team, and it is important that all our volunteer stewards take their position seriously, so **please remember:**

- You must be over 18 years old at the time of the Festival.
- You are required to volunteer your time for a minimum number of hours (approximately 8-10), spread over the Festival weekend, in return for a weekend ticket with camping
- You must turn up for shifts on time and in a suitable condition to work (ie. not under the influence of alcohol or drugs). Drinking alcohol or smoking whilst on duty is not permitted at any time.
- Work with and support other stewards.
- Bring clothing suitable for all weathers (including sun screen).
- You may be stewarding at any Festival venues, assisting at entrances/exits, information points, the campsite, and any other areas where the movement of people attending the Festival may need to be managed.
- If you bring children with you, you must buy them a weekend ticket and make arrangements for their care while you are on duty. For insurance and health and safety reasons, you will be unable to have children with you while on duty.
- You are expected to be vigilant, courteous, sober and health and safety conscious. The Festival Journal is available at the Festival Office with all relevant site information, and health and safety requirements.
- Dogs (except working Assistance Dogs) are not permitted at any of the Festival venues. Dogs are allowed on the Festival campsite but must be kept ON A LEAD and under strict control at all times. Please consider this before bringing a dog with you.
- 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!

In return, you can rely on our steward co-ordinators and the rest of the Festival staff to support you in your role as a volunteer steward. **We will provide:**

- A weekend ticket (as described above).
- Steward briefings to update and share information each day.
- A clear list of duties and any equipment required to carry out your role.
- A Hi Vis jacket while on duty.
- Tea, coffee and water, plus a rest area.
- Sunday lunch (small donation appreciated).
- Appropriate Public Liability and Employer's Liability Insurance.