

Festival President: The Duke of Devonshire CBE

Thank you for your interest in joining our Festival Team and being a Festival Maker. Please read the Terms & Conditions overleaf before completing this form; if you have any queries, please contact our Volunteer Coordinator, Jean Slater via the Festival Office or email [volunteer@grassington-festival.org.uk](mailto:volunteer@grassington-festival.org.uk).

**Privacy Notice:** Grassington Festival takes your privacy very seriously. All information supplied to us on this form will be held confidentially on the Festival's database, for access and use only by authorised members of the Festival team for the purpose of managing the Festival. We will not share your data with any other parties without your consent unless required to do so by law.  
Detailed information on how your information is used, how we maintain the security of your information, and your rights to access information we hold on you is available on the Festival's website at [www.grassington-festival.org.uk](http://www.grassington-festival.org.uk)

**YOUR DETAILS**

<b>First Name</b>		<b>Gender</b>	
<b>Surname</b>			
<b>Address</b>			
<b>Home Telephone</b>			
<b>Mobile Telephone</b>			
<b>Email address</b>			
<b>Are you able/willing to help at Festival events outside Grassington itself?</b>		Yes	No
<b>Do you have use of a car?</b>		Yes	No
<b>Do you have a full clean driving licence?</b>		Yes	No
<b>Do you need any support to assist you while volunteering?</b> <small>If yes, please give details on a separate sheet attached to this form</small>		Yes	No

**EMERGENCY CONTACT DETAILS:** Give details of who we may contact on your behalf in the event of an emergency

<b>Name</b>		<b>Relationship to you</b>	
<b>Home Telephone</b>		<b>Mobile Telephone</b>	

<b>What aspects of the Festival would you like to volunteer with?</b> Please read the accompanying 'Volunteer Roles' document and then tick all areas of interest. The relevant team leader(s) will then contact you to discuss finer details.			
Festival Print Distribution		Bars/Catering	
Administration		Children's/Family Events	
Box Office		Hospitality	
Festival Evaluation		Site Operations & Transport	
		Festival Stewards	
Artists' Transport		Traffic Management	
Accommodation for Artists		Recycling Team / Wombles	
<b>Do you have particular experience or a qualification in any areas</b> This is not essential, but is useful to know (e.g. First Aid, Fire Marshall, Health & Safety, Site Construction, Security, Traffic Management, Bar work, Event stewarding)			
<b>Experience:</b>			
<b>Qualification Title:</b> .....		<b>Date:</b> .....	
<b>Training Provider:</b> .....			
<b>Any other information:</b>			

**YOUR AVAILABILITY:** Assistance either side of the Festival is always particularly appreciated, whether for an hour or two or longer. Please use the schedule below and tick to indicate when you are available to volunteer; wherever possible we will try to accommodate your preferences. Each Festival event or session is preceded by an Event Team Briefing, which all team members for that event are expected to attend.

### GRASSINGTON FESTIVAL 2018 SCHEDULE

Day	Date	Event/Venue	Time	✓
Thurs	31 <sup>st</sup> May	Illyria: Dr Dolittle Cavendish Pavilion, Bolton Abbey	3.00 pm for 5.00 pm performance	

Day	Date	Morning	Afternoon	Evening	Day	Date	Morning	Afternoon	Evening
Wed	13 <sup>th</sup> June				Sat	23 <sup>rd</sup> June			
Thur	14 <sup>th</sup>				Sun	24 <sup>th</sup>			
Fri	15 <sup>th</sup>				Mon	25 <sup>th</sup>			
Sat	16 <sup>th</sup>				Tues	26 <sup>th</sup>			
Sun	17 <sup>th</sup>				Wed	27 <sup>th</sup>			
Mon	18 <sup>th</sup>				Thur	28 <sup>th</sup>			
Tues	19 <sup>th</sup>				Fri	29 <sup>th</sup>			
Wed	20 <sup>th</sup>				Sat	30 <sup>th</sup>			
Thur	21 <sup>st</sup>				Sun	1 <sup>st</sup> July			
Fri	22 <sup>nd</sup>				Mon	2 <sup>nd</sup>			

**ANNUAL TEAM INDUCTION:** All Festival team members are required to attend the annual Team Induction Briefing. The briefing covers important matters such as key Festival policies and procedures, including Sustainability and Health & Safety, and is a great opportunity to get to know other members of the team. The 2018 Induction Briefing is on Saturday 26 May at 10.30 am in the Festival Hall (aka Devonshire Institute, Grassington)

<b>Please confirm whether or not you can attend the Induction Briefing on 26 May 2018:</b>	<b>Yes</b>	<b>No</b>
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### TERMS AND CONDITIONS

**1. You can expect Grassington Festival to commit to:**

- Provide thorough induction and training on the work of the Festival and your volunteering role;
- Explain clearly the standards we expect from all team members and to encourage and support you to achieve and maintain them;
- Provide a named person with whom you can discuss your volunteering and any successes and problems;
- Provide adequate training and feedback in support of our health and safety policy;
- Provide adequate insurance cover whilst undertaking your voluntary work;
- Ensure that all team members are dealt with in accordance with our equal opportunities policy;
- Endeavour to resolve fairly any problems and difficulties you may have while you volunteer with us;
- Offer complimentary tickets for a specified selection of shows and events (subject to availability; details from the Box Office).

**2. Grassington Festival expects you:**

- To act as an ambassador for the Festival at all times;
- To perform your volunteering role to the best of your ability;
- To read the Team Handbook;
- To be familiar with and actively promote the Festival's policies and standards as given in the Handbook
- To attend induction and pre-event briefing sessions relevant to you and your role;
- To volunteer reliably to the best of your ability, to arrive at the agreed time for the pre-event briefing and to give as much warning as possible to your team leader whenever you cannot volunteer as planned.

**Are you happy for Grassington Festival to use your likeness for marketing purposes?**

(e.g. future volunteer recruitment poster, website, Festival programme, newspaper features)

Yes / No

*This agreement is binding in honour only, it is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.*

**I have read and agree to the terms and conditions of this volunteer agreement.**

Signed \_\_\_\_\_ Date \_\_\_\_\_ 2018

**Please forward your completed/signed form to Mrs J Slater, Grassington Festival, Grassington Hub, Gars Lane, Skipton BD23 5AT or scan and email to [volunteer@grassington-festival.org.uk](mailto:volunteer@grassington-festival.org.uk). Thank you.**