



Staff Handout for Bar Staff

*This handout is similar to what you will be given at each event.
Each event has its own specific arrival times/shifts/transport etc*

Staff requirements: Friendly, reliable & hardworking team players:

Bar Staff: Working in temporary bars with tables full of pre poured beers and bottled drinks. Swapping drinks for vouchers and meeting the demands of the crowd which can be hectic at times. We all work as a team to maintain the work area and keep the bar stocked full of drinks.

Stock Staff: We require people to help with stock movement. Often an important role in the running of our bars, an independent role focused behind the scenes working with the bar managers.

Soft Drinks & Recycle: Customer facing roll in small teams, firm charters and good people skills!

● **Uniform:** **BLACK** trousers, shorts, skirts, combats or **BLACK** jeans (no other colour). **BLACK** shoes or trainers and **NO open toed footwear**. Minimal jewellery and **NO FACIAL** jewellery. We will give you a Free staff t-shirt that needs to be visible while working. Bring dark coloured warm tops to wear underneath this t-shirt. Wellies can be any colour.

● **Accommodation:** Weekend festivals will require staff to camp in festival staff camping areas with basic facilities provided by the event organisers. You should bring: Sleeping bag and mat, warm clothes to sleep in, torch, wet wipes, plastic bags for wet clothes etc. **NO** glass or BBQ's allowed in the camping area. Please be aware your staff pass is for the staff camping area only. Flair sells camping equipment – cost price.

● **Meals and Breaks:** You will receive two half hour unpaid meal breaks during each shift – unless you are working under 6 hours, then you will receive one half hour break. Your bar managers will organise all breaks dependent on the crowds demands. Our client will provide a pack lunch and hot evening meal on weekend events. Please bring your own breakfast and plenty of snacks.

● **Wages:** All wages paid by Flair meet minimum wage requirements within each age bracket. Every event is different and all wage amounts will be clearly stated within all emails and pre-event information. All events wages are paid subject to PAYE Deductions as a requirement by Law. Please fill in your tax form correctly. Please note if you miss information on your form or fail to complete a P46 Flair has to tax you at basic rate. Holiday entitlements given via event privileges and confirmed on a individual contract bases. Any delay of requested ID documents will result in delay of wages. Please give all requested documents to Flair office staff only before your first shift.

Emailed per event Information

Event information will be emailed one week before each event.

This will include:

- Shift times,
- Venue
- Wages
- Food & break entitlements
- Uniform
- Transport details etc.
- If you are due to work an event and do not receive an email (check spam box!) or if you don't have an email account please remember to call and obtain details, this is your responsibility.
- You will always be required to call in a few days before each contract to obtain the final details and to confirm your attendance – “call back days”. If you can't work please let us know or you will be taken off all future events as this is simply rude!

Please note shift closure times can change during the course of any event due to the crowds demand. Shift times on this sheet are just a guide line and can only be confirmed a week before each event.

What should you bring to weekend events:

●**Weekend festival accommodation:** Festivals will require staff to camp in festival staff camping areas with basic facilities provided by the event organisers. You should bring: Sleeping bag & mat, warm clothes to sleep in, torch, plastic bags for wet clothes or to put your feet in to avoid mud! NO glass or BBQ's allowed in the camping area. Please be aware your staff pass is for the staff camping area only. Flair sells camping equipment – cost price. NEVER leave valuables in your tents at any time.

●**Food!** If you are provided with staff meals these are often very basic. Pack lunch bag and maybe a hot evening meal. So you should bring plenty of your own food. If you have special diet requirements bring plenty of your own food! Staff water is always available in your work areas.

●Warm clothes and a dark long sleeved jumper to wear under your uniform.

●Comfortable footwear and a change of socks!

● Flair stocks 2 man Vango tents for £20.00, Vango sleeping bags for £15 or £20 and roll mats for £4.00 – all are sold at cost price, good quality and need to be pre-ordered! Cost can be taken from your wages. Bring a small padlock for your tent. Wet wipes are a must as amenities are very basic.

Your Responsibility to us:

●Please read all the staff information handed out to you! It is for your benefit.

●Don't be late.

● Leave ALL valuables at home.

●No use of personal mobiles during working hours.

●Follow the uniform code – bring plenty of warm clothes. Black trousers, footwear

●Call us if you need to cancel – let us give the job to someone else.

3 Big Don'ts

Theft: You may be required to submit to a personal search and/or search of personal belongings. If believed to be in possession of the Clients' property, legal action may be taken against you. Your contract will be terminated immediately. Outstanding wages will be confirmed in writing.

- Always declare ALL your personal money down to the penny at the beginning of EVERY shift
- Remember at token events – NEVER have tokens on your person at ANY time

Staff Pass: You must wear your security pass at all times. The security pass is the property of Flair Events Staffing Ltd. You accept that loss of the pass or failure to attend at any agreed working hours will result in you being charged for the cost of a day/wknd ticket/wristband and forfeit of outstanding wages.

You have under your contract one hour to inform the event office team of absence from your shift. We are there to help during the weekend so inform us if you have to leave. If you simply do not turn up or do not contact the event team in person you will be charged for the wristband.

Consumption of alcohol or illegal substances during your agreed working hours will result in the instant termination of your contract.

Bonuses: • Wages paid promptly all subject to PAYE deductions • Wicked staff parties and social scene • we provide staff meals • Staff camping areas and toilets • Transport • Complimentary staff T-shirt!

www.eventstaffing.co.uk