



## Green Eye Events at the Isle of Wight Festival 2014

**It is VERY IMPORTANT that you READ and fully understand ALL of the below notes and terms and conditions BEFORE applying to work with us.**

### TERMS AND CONDITIONS

#### A) THE EVENT

The festival is from Thursday 12th – Sunday 15th June 2014.

If your application is successful, you will need to be **on site from Wednesday 11<sup>th</sup> June** for induction and training before work starts on Thursday 12<sup>th</sup> June.

You will be free to leave the site on Monday 16<sup>th</sup> June.

If you are applying for Site Build you will be needed on site to work from Tuesday 10<sup>th</sup> June until Thursday 12<sup>th</sup> June but you must also attend the induction on Wednesday 11<sup>th</sup> June.

If you have applied for Site Breakdown you will be needed to work from Monday 16<sup>th</sup> June until Tuesday 17<sup>th</sup> June and you must also attend the induction on Wednesday 11<sup>th</sup> June.

**Please ensure you have checked your exam dates, any other commitments and if employed that you have booked the time off work and that you are definitely available to be on site for the dates you are required BEFORE applying.**

#### B) TO BE A PART OF OUR TEAM YOU NEED TO:

- Be aged 18 or over.
- Have a 'can-do' attitude and friendly manner.
- Have a flexible approach to your work – very occasionally we need to move people around venues, positions or swap your shift.
- Be mature, honest and reliable.
- Be up for a good time but also hard working and a team player.
- Have the capacity to be on your feet for most of the day.
- Speak fluent English.

## C) REQUIREMENTS

- You are required to complete the agreed amount of work asked of you.
- If you are working part-time in exchange for your ticket, this is a minimum amount of 24 hours over the four days of the event.
- For full-time this is usually 35-50 hours dependent on the role, but you will need to be flexible to accommodate the needs of the venue you are working in.
- Shift rota's will be provided when you arrive on site for induction on Wednesday 11<sup>th</sup> June and NOT before.
- You must arrive at the event during the time window stated and use directions given to access the site correctly.
- You need to arrive at your shift on time, where and when required on site.
- You must sign in and out of each and every shift you work.
- You must turn up for your shift in a good state of health and NEVER under the influence of drink or drugs.
- You must carry out all work required of you as advised by your manager/supervisor.
- You must adhere to all health and safety rules as advised by your manager/supervisor.
- If you fail to turn-up or turn up late for any of your shifts, you will lose the deposit you have placed with Green Eye Events Ltd and will be ejected from the event. Please be aware that this is a strict condition of working for Green Eye Events at the Isle of Wight Festival.
- If you are ill or need to leave your post for any reason then you must first seek permission from your supervisor AND the Green Eye Events recruitment manager – Kayleigh Morton, whose contact details you will be provided with. Failure to do this will also result in the loss of your deposit.

**If you fail to meet any of these requirements or any others required for the event, you will be removed from your position and the site at our discretion and forfeit all entitlement to attend the event as well as any deposits paid.**

## D) DEPOSITS – PLEASE READ CAREFULLY

If you are successful in your application to work for Green Eye Events in **ANY** capacity, a **£200 DEPOSIT** will be required of you **PRIOR** to the event.

This is to ensure you are committed to working for us and therefore secures your position. It also guarantees that once you are on site and given your wristband that you will attend all shifts required of you.

**Your deposit will be returned to you in full (as long as you have abided by the terms and conditions as stated above and worked the shifts scheduled for you) after the festival on the Monday 16 June.**

The FULL £200 deposit is due prior to the Festival. If you wish you can split the deposit into three payments:

1. The first £50 of the deposit will secure your position and will be required within TWO weeks from the date you are offered a role. If you do not pay this within this time, we cannot hold your position open for you and will offer it to someone else.
2. The second payment of £100 must be paid by Wednesday 30<sup>th</sup> April 2014.
3. The final £50 is due by Friday 30<sup>th</sup> May at the absolute latest.

You can, if you wish pay the full £200 deposit in one payment but this must be paid within TWO weeks from the date you are offered a role.

**FAILURE TO MAKE PAYMENTS WITHIN THE TIME FRAME STATED WILL RESULT IN YOU LOSING YOUR PLACE TO WORK WITH US AND LOSS OF ANY DEPOSITS PAID.**

Please note we **CANNOT** accept deposit payments on site or on the day of your induction, they **MUST be paid in advance**.

Deposits are **NON-REFUNDABLE** if you decide that you no longer want to or are unable to work except in exceptional and extenuating circumstances whereby **PROOF** will be required before we will refund the deposit to you i.e. if you are ill, we will need to see doctors certificate.

**PLEASE UNDERSTAND THESE STRICT CONDITIONS & ENSURE THAT YOU ARE 100% ABLE TO COMMIT TO WORKING FOR US BEFORE YOU MAKE A DEPOSIT PAYMENT.**

In the event that your application is successful, I will forward payment details for you to make payments.

## **NOTES FOR COMPLETING THE APPLICATION FORM**

The attached application form is a Word document, and you will need to use the 'Insert' key to add your answers. For those who don't know, on a standard keyboard, the Insert key is right next to the backspace/delete button.

### **Note 1: MOBILE PHONES**

Should your application be successful, you will be required to have a mobile phone with you at all times throughout your time with Green Eye Events.

We may give you a call to conduct a short telephone interview prior to offering you a position.

Please keep us updated with any changes to your number prior to the event.

## **Note 2. EMAIL ADDRESS**

Due to the volume of applications we receive, we will generally only correspond with you via email so please ensure you provide us with your own personal email address.

If you are applying with friends please send us your applications from your own accounts and not together under one email address.

Please also ensure that you check your emails regularly, particularly if you are successful in your application as we will need to send you important information prior to the event regarding how and when to get to site and what to do when you get there etc.

## **Note 3: NATIONAL INSURANCE NUMBER**

We cannot process your application without a National Insurance Number.

## **Note 4: POSITIONS AVAILABLE – FULL TIME PAID**

The full time paid positions are for **bar work only** unless otherwise offered (although you can work the bar on a volunteer part time/unpaid basis too.)

We will only employ those with previous bar experience in full-time bar positions. If you do not have experience, that's fine but please apply for part-time 'work your ticket'.

Please note that these full time paid positions won't allow you much time to enjoy the bands. You will work between 35-50 hours over the event, usually in shifts of 8-12 hours and sometimes in split shifts.

You will receive a free ticket to the festival and be paid at a rate of £6.40 per hour. You are paid for hours worked only (not total hours on site).

## **Note 5: POSITIONS AVAILABLE – PART-TIME UNPAID 'WORK YOUR TICKET'**

The other positions available are part-time unpaid 'work your ticket'.

Unpaid 'work your ticket' positions are exactly that – a set amount of hours worked in exchange for a free ticket to the festival.

You work 24 hours in total for your ticket (usually three shifts of 8 hours or, **more commonly** four shifts of 6 hours). With a ticket for the festival being worth £190 (excluding booking fee) this works out to an equivalent of £7.91 per hour! (Not a bad deal then?!)

You will be given the opportunity to give a preference for the work you'd like to do (on the form attached) which we will try to honour but, festival work requires you to be extremely flexible and we cannot guarantee that you will be placed in your most preferred role.

**A little info on the roles: (please note other duties will be required of you but this just gives you an idea of what you will be doing!)**

**Bar Service** – working on one of our nine boutique bars across the festival site. You will be making and serving drinks to customers, operating touch screen tills, handling money and keeping front of house presentable

**Back Bar Assistant** – working at one of our nine boutique bars on site. You will be assisting the bar servers by prepping fruit, stocking the bars and tidying up.

**General Runner** – assisting any one of our production, artist liaison or bar teams by delivering and fetching required items from across the festival site or beyond. We do require some runners to have a full vehicle driver's licence as site buggies can only be driven by staff with a licence.

**Site Build** – setting up the boutique bars, stages and dressing rooms ready for the festival to open. This is very physical work and you will be required to lift heavy items and assist with construction on site. The requirement for these roles varies but the earliest you will be required to be on site prior to the festival is Monday 9 June, but all build crew are not necessarily required on this day. You will NOT be required to work during the festival.

**Site Breakdown** – taking down the boutique bars, stages and dressing rooms after the festival is over. This is very physical work and you will be required to lift heavy items. You will be required to be on site after the festival from Monday 16 June from 8am until Tuesday 18 June until 11pm at the latest. You are NOT required to work during the festival.

**Site Dressing** – assisting the boutique bar teams with dressing and preparing the bars, and creative projects ready for opening of the festival. You will be 'dressing' the areas e.g. draping curtains, putting up props, hanging bunting etc. This role will involve some cleaning and lifting as well as working outdoors.

**Creative Projects** – a position for those with a flair for the arts. You will be assisting our team with the creative projects on site. This could be anything from preparing and dressing art installations to encouraging festival goers to take part in one of the projects to performing in one of the projects.

**Boutique Stages Artist Liaison** – these positions are available **ONLY** to applicants with previous experience in artist liaison **OR** those who are studying a relevant subject. You will be assisting our artist liaison team by running items across the site, keeping dressing rooms clean and tidy, answering the telephone, distributing riders etc.

#### **Note 6: WORKING WITH FRIENDS**

It is important at this point that we know if you are, and who you are, applying with in order to schedule rota's should your application be successful – once rota's are drawn up there will be no further opportunity to change them.

We **cannot** guarantee that you will be working with your friend/s but we will make every effort to ensure this. Please be aware that due to the volume of applicants sometimes this is just not possible, though if we cannot place you together we will ensure that you have the same time off from work so that you can enjoy the rest of the festival together.

Please ensure that if you are applying with friends and want time off together that you choose the same bands to see!

### **Note 7: EXPERIENCE**

This is the place to sell yourself! Festival work is hard work, but lots of fun!

We are looking for people with a flexible and 'can do' attitude. We need all kinds of experience, whether it is in bar work, catering, customer service, cleaning, supervising people etc. Put it all down here!

If you have an up-to-date CV please attach this with your application.

### **Note 8: REFERENCE**

Please provide us with one WORK reference who we may contact should your application require. In the application form, list their name, contact telephone number, the place that they work or worked with you and the position that THEY hold or held.

Family and friends are NOT suitable references and cannot be accepted.

The reference must be someone who has **managed or supervised** you in previous or current employment.

If you do not have any work experience, please provide a recent tutor or lecturer.

**Please ensure that you seek the permission of the person whose details you are providing so that they know to expect our phone call.**

### **Note 9: PHOTOGRAPH**

For security reasons, please insert a current, clear photograph (i.e. passport photo) of yourself on the application form in the box provided.

If you don't know how the process works, please follow these steps: *Click on box -> go to insert on the tool bar -> picture ->from file-> browse for, and select your photograph ->insert.*

Please do not send photographs in a separate file!

### **Note 10: BANDS YOU WOULD LIKE TO SEE**

You will have the opportunity to list the bands you would most like to see on the attached form.

Remember, we **cannot guarantee** that your shifts will allow you to see all of the bands you list, but we will do our very best to try to accommodate them.

We have over 300 staff on site and most of them want to see the same band/s (especially the headliners!) so it is almost impossible to give everyone their first choice.

Should this be the case we will give preference on a first come first served basis – so get your applications in quick!

If you are applying with friends try to put the same bands down so that we can give you time off together.

**PLEASE RETURN FORMS TO KAYLEIGH MORTON:**  
[recruitment@green-eye-events.com](mailto:recruitment@green-eye-events.com)

## **FAQ's**

### **How do I get to the festival?**

You will need to make all your own transport arrangements.

There is passenger and car ferries to the Isle of Wight please see:

Wightlink: [www.wightlink.co.uk](http://www.wightlink.co.uk)

Red Funnel: [www.redfunnel.co.uk](http://www.redfunnel.co.uk)

Hovertravel [www.hovertravel.co.uk](http://www.hovertravel.co.uk)

It is advisable to book your ferry early.

Once on the Island, there are bus services running from all ferry ports to the Festival Site: Seaclose Park, Newport. For bus timetables, please visit [www.islandbuses.info](http://www.islandbuses.info). There are also taxis available from ferry ports.

Please ensure that you look into travel arrangements BEFORE you accept your place with us.

### **Does Green Eye Events pay our travel costs?**

No, you will have to arrange and pay for your own transport to and from the festival site.

### **Does Green Eye Events provide accommodation?**

No, we do not provide accommodation for any staff.

There are camping facilities on the festival site in both staff and main camping fields. You will need to bring your own camping equipment with you.

Or if you wish to stay off site, you will need to make your own accommodation arrangements – we recommend you do this ASAP.

Please see the official Isle of Wight Festival website [www.isleofwightfestival.com](http://www.isleofwightfestival.com) for the do's and don'ts of the campsite.

### **What time and where do we meet?**

You will need to be on site for induction and training on Wednesday 11 June. The exact time and place will be confirmed to you at a later date. Please ensure you are available to travel and arrive on site on this date BEFORE you apply.

### **Who will be meeting us when we arrive on site?**

Kayleigh Morton will be meeting you on site. Her mobile number is: 07896046202 or email: [recruitment@green-eye-events.com](mailto:recruitment@green-eye-events.com)

Please try and resolve any pre-festival issues you have via email. Kayleigh is here to help you and very happy to do so however, please be aware that she deals with over 100 emails a day so please do check that any questions or issues you have aren't already answered within the information you have been sent before contacting her.

### **When will my deposit be returned?**

You will be repaid your full £200 deposit in CASH on Monday 16 June, providing you work all the shifts that you are rotated for and have abided by the terms and conditions as set above.

### **I am working full time, when will I be paid?**

Your wages will be paid at the same time as your deposit is returned – Monday 16 June.

### **Who do I report to while working?**

Everyone will have a dedicated Manager on site whom you will be introduced to at the induction. If you have any other staffing issues, please speak to, or call, Kayleigh on 07896046202.

### **What role will I be allocated?**

Once you have returned your application, you should hear from us within a few days. If you are successful, we will send you a 'formal offer' which will detail which role you are being offered.

All roles are offered with the expectation that each member of staff will come to the festival with a flexible attitude to their work. Although you will be rotated into specific roles, you may be asked, at any time, to cover a different role. This is the nature of festival work and part of what makes it fun!



**I worked for Green Eye Events in previous years; will I be rotated into the same role as I had last year?**

Not necessarily. Even though every effort is made to rotate you into your preferred choice of role, this is not always possible.

**I am working full time, will I get any breaks**

Yes, breaks will be scheduled throughout the weekend for all full time staff.

**Do I have to bring my own food and drink?**

Water is provided for all staff whilst working. Otherwise, you will need to supply your own food and drink throughout the weekend.

There is a convenience store close to the festival site, and Newport town centre is approx. 15 minutes walk from the site. There will also be a vast range of food and drink available on the festival site.

**Can I charge my mobile phone on-site over the festival?**

There are mobile phone charging points on-site. Please ensure that your mobile phone is kept fully charged throughout the weekend so that we can keep in contact with you. In some Green Eye work areas there are places to recharge your phones, but not all.

**Can I have a shower while working for Green Eye Events?**

There are showers available for all festival-goers on the campsite, but not specifically for staff.

**I want to see all of the headlining bands!**

Unfortunately this is impossible! When you applied, you listed your preference for bands you'd like to see. During the rotating process, these preferences are taken into account; however, as explained on application, they are not guaranteed and it's very unlikely you'll get to see them all.

**When is my work with Green Eye Events finished?**

Most final shifts will finish late on Sunday 15 / early Monday 16 June or earlier if you're lucky, depending on which shifts you are working. You will be informed of when and where to pick up your deposit and any payment owed to you closer to the event.

Take a look at <http://www.isleofwightfestival.com/information.aspx> for useful info about the festival.

**Please contact Kayleigh with any further queries:  
[recruitment@green-eye-events.com](mailto:recruitment@green-eye-events.com)**