

Greencrafts at Glastonbury Festival 2017

General Information, Terms & Conditions +

APPLICATION FORM

for Craftspeople applying to hold workshops

Please read these details of festival information and requirements prior to making an application.



Introduction

The Greencrafts Field is part of the main arena at Glastonbury Festival and is located in an approximately 2 acre field consisting of numerous workshop pitches showcasing traditional crafts amongst interactive sculpture, gardens and seating. Greencrafts work with a mixture of trusted experts and upcoming new blood to help the area remain fresh, current and contemporary. Places are limited and highly sought after and drawn from a yearly open call application process. There are considerably more applicants than places and we stress the importance of the quality and time spent on your application. If after reading these guideline notes, you'd like to apply, please check out our website www.greencrafts.ie before completing the attached application form. There is a form for craftspeople, plus a separate one for crew and/or sculptors.

SCHEDULE The festival is a 5 day event, open to the public Wed 21st to Sunday 25th June. The Greencrafts Field is part of the main arena, open 24hrs a day. All crafts groups offered a place must provide digital health and safety documents prior to the event. Arrival to site needs to be on either Sunday 18th or Monday 19th June. All pitches (work areas) must be fully set up by Tuesday 20th (morning) for the health and safety check. Workshops / activities / specialist demonstrations need to be happening Wed-Sun inclusive, six hours per day, 10-5pm. Nobody is to dismantle their public part of a pitch or move any vehicle on-site until the Monday morning following the event.

WORKSPACE PITCH Everyone needs to come 'self contained' and bring all the tools, equipment and materials you need. There are three types of pitches available:

- **A combined 'work/camp' pitch*** (you provide a covered work area out front, and hide your camp behind)
- **Space in a shared 'workshop marquee'** tent (you bring own table/stools/rugs and camp in adjacent crew area)
- **A 'flying pitch'** (you provide a stand alone work space and camp in adjacent crew area)

Everyone must provide a covered working area (bar those in marquee). All work spaces need to look attractive and inviting with a sign naming workshop activity with prices displayed to one side / inside. There's no electric available on-site, water is by shared stand-pipe. Personal windmills / solar panels may possibly be used subject to prior agreement and available space. No 240V electrical equipment or generators are permitted. Camping Space is very limited and there is strictly no room to accommodate others camping with you, who are not part of your workshop crew.

****Combined pitch size** 40'/13m is the average depth to fit both public workspace and camp into. It's extremely important that all groups fit 'behind' their frontage, and not take up/spill into neighbour's space. This means that if you have a 15' tent awning as your public space, then all your camping needs to fit within a 15' wide space too. If your frontage is 'small', we expect back-of-house camping to be 'small' too. Due to the increase in the size of tents, we request you do not bring massive family tents on-site unless there are many adult occupants.*

WORKSHOPS On all occasions, public participation is at the discretion of the craftsperson. All workshops are targeted at adults. Children may attend at the craftsperson's discretion but must be accompanied by a supervising adult. You decide on working ratios, ability levels and pricing of specialist workshops.

There are four different types of activity on offer to the public:

- **The Happy Hour:** Runs between 10-11am daily, Wed-Sunday inclusive, where all activities are free on the field. This can be an activity that lets the public 'try out' a traditional craft skill.
- **Have-a-go activity:** A free, 'have-a-go' activity to the public all day. This can be a 'try out' of a traditional craft skill or adding to an on-going group made piece of work.
- **Taster session:** An activity priced at 2.00 pounds or less. This means the public get to make and keep a little something. Often this builds participant's confidence and leads to them taking part in more advanced workshops.
- **Specialist workshop:** One or more workshops on offer all day, priced at over 2.00 pounds each. The public spends a period of time learning a key traditional craft skill and take away with them a hand-made object.

All groups booked need to do the happy hour, have a go, and taster sessions. It's ideal to also have the specialist workshops on offer, but we understand this is not always possible with each group. Please make this clear in the application form. Some crafts groups offer activities and workshops for free which is brilliant, but in turn we realize not everyone can do this. Please make your pricing structure clear in the application form.

Special permits are required in advance for the use of oxy acetylene. Particular terms and conditions are in place for the use of gas. If you are offered a place we will send the Greencrafts General Risk Assessment document, with full details.

Certificates / specialist machinery certificates are required for all chainsaw use, as well as any other specialist machinery, and their use needs to be agreed with Greencrafts in advance, give full details on your application form.

TRADING Bookings are made on the understanding that all groups agree to only sell items of craft that you've made yourself, which you're demonstrating or holding workshops in and that these sales will be secondary to the craft workshop/specialist demo. The trading aspects must be low key, with limited items on display at the rear of your workspace.

10% CONTRIBUTION As a good will gesture, all bookings are made on the understanding that you agree to contribute back to Greencrafts 10% of your takings, (sales and workshop monies) on the Sunday of the event to designated collectors. Receipts will be given. This money is then given to Glastonbury Festival management after unforeseen / additional expenses.

Bursary There are limited bursaries available. If allocated, individuals need to submit an invoice plus your UTR number (unique tax payers reference) in advance of the event.

What's banned? GF has banned the following: Glass bottles, portable laser equipment/pens, animals (except registered guide dogs), sky lanterns or kites, unauthorised fireworks, wax flares, generators, sound systems or unauthorised tape recorders, professional film or video equipment. Cameras for personal use are welcome. Amounts of alcohol for personal consumption only. Check Glastonbury website for updates.

TICKET DEAL Tickets are in very limited supply. All bookings are made on the understanding that each group nominate a leader/representative to act as a liaison on all matters, before and during the event. All group leaders are required to provide digital copies of health and safety documents, within a schedule, prior to the event, to secure their tickets. A festival pass is required for everyone aged 13 years or over. Bookings are made on the understanding that each ticket holder will give a minimum of 6hrs work per day, via workshops/demo/support/display from Wed to Sun inclusive. Children aged 12 or under do not get allocated a pass. But do need to bring a copy of their Birth Cert. or Passport, to gain free entry with a ticketed adult; the group leader is responsible for a child's care, supervision and behavior. Similarly, group leaders who bring teenagers to the event as part of their group, are responsible for their general well being, health, safety, supervision and behavior.

VEHICLE PASSES / PARKING To gain access to the festival you'll need a vehicle pass, there are various types:

- **An on-site** (diesel vehicles only, as lock-up for tools/materials/live-in, to be covered from view)
- **A delivery** (time-limited drop-off and then gains entry to crew car park)
- **A crew car park** - or - A public car park pass (a crew pass will enable parking in the public car park)

On-site vehicle passes are extremely limited, 1 per standard group. Your on-site vehicle should not be seen by the public. If it's supporting a workspace awning, the vehicle needs to be covered/highly decorated. Due to space limitations, groups may need to choose between having an on-site vehicle or a caravan as their on-site lock-up. A delivery pass works on trust, that you drive straight to the Greencrafts field, deliver within the timeframe, and move your vehicle to the car park without prompting. Bring everything you need when you arrive to site, as the event organisers do not want you driving in/out, causing extra on-site traffic/congestion. Please keep within speed limits and do not drive around the festival site.

After the event, all vehicles with any pass, are allowed onto the Greencrafts field for the take-down. Check with the office as to times / routes. **Caravans will need a pass.** Trailers, trailer tents and tents do not require a pass, space for these needs to be requested on your application form. Trailers are often parked with our site crew, and bringing a lock can be handy. Bicycles are permitted on-site whilst motor-bikes, scooters, three-wheelers and quads are not permitted.

HEALTH & SAFETY Needs providing in advance

All group leaders offered a pitch are currently required to provide by e.mail copies of the following health and safety documents for their group, within a timeframe, prior to the event, to secure their tickets:

- Your public liability insurance certificate
- Fire retardant certificate (invoice or receipt with product specification for all cloth/canvas/drapes in public spaces)
- Risk assessment for your workshop activity and pitch (you can use a Greencrafts template or your own RA)
- Certificate of use for chainsaws / other specialist machinery (as agreed via Greencrafts booking)
- Signed declaration stating you have read to Glastonbury festival H&S information (Template will be sent)

Needs bringing to site All group leaders are responsible for the H&S of the public/staff within your pitch/camp area and currently need to bring the following to the festival site:

- A basic first aid kit (there will be trained 1st aiders onsite)
- A fire blanket, water bucket or fire extinguisher
- All live-in vehicles and caravans need to be fitted with a carbon monoxide/smoke alarm, ideally both.
- All gas bottles stored outside need to be securely fixed in an upright position, by a wooden stake or similar.
- Copies of all certificates supplied above

Greencrafts have a H&S team, and advise/support is available onsite. The festival and council H&S officers will also visit the field, and we request you keep us informed of any contact/advice. A copy of the Greencrafts health & safety policy statement will be made available to all bookings. All bookings need to comply with both Greencrafts and Glastonbury festivals H&S requirements, both before and during the event.

DISMANTLE / CLEAR UP / LEAVE All bookings are made on the understanding that everyone agrees to dismantle and clear their pitch and camp space totally, by Tuesday after the event. Advice will be available on-site from the Greencrafts site manager.

CANCELLATION If you're unable to attend, we request you inform us by e.mail urgently, at greencrafts@hotmail.com, so we can re-allocate your tickets. If tickets have been posted to you, they must be returned to us at: N&M Piper. Greencrafts Field. Glastonbury Festival. Worthy Farm. Pilton. Somerset. BA4 4BY (ideal) or to the Irish address if after the festival dates, at Coomclogh. Kealkil. Bantry. County Cork. Ireland. P75 XT27.

CORRESPONDENCE All applications need to send us a hard copy application form including a letter of support with photos of your workshop space from the outside, prior to the deadline. If you need to get in contact with us, this needs to be via e.mail.

We hope this information is practical and clear and assists you in applying to be a part of Greencrafts at Glastonbury Festival

*Nic and Marie Piper
Greencrafts directors*



APPLICATION FORM

GREENCRAFTS at GLASTONBURY FESTIVAL 2017

for CRAFTSPEOPLE holding workshops

Your CONTACT DETAILS

please PRINT clearly

GROUP NAME CONTACT PERSON'S NAME group leader

ADDRESS this is where tickets will be posted to if successful, if you'll need your tickets sent elsewhere, include address alongside

.....

.....

TEL. inc. INTERNATIONAL code MOBILE

E.MAIL WEB SITE

PUBLIC CRAFT ACTIVITY

Are you using WOOD STONE METAL TEXTILE LEATHER GLASS CLAY PLANT/FIBRE/WILLOW please circle

Your experience / training

Have you worked at other events? Details

Have you paid for a pitch at an event before? Details including cost

Are you charging people to take part in your workshop/activities? YES NO please circle

Your Happy Hour activity

Details of what you're offering

Your free Have A Go activity

Details of what you're offering

Your £2 workshop activity

Details about activity.....

Techniques / Equip used?

What's made?

Are you offering other more Specialist Workshops?

YES NO please circle Cost £ What's made?

Cost £ What's made?

Cost £ What's made?

Please provide further details and photos in a 1 page supporting letter

Power Usage

eg: forge, oxy acetylene, kiln

Does your activity involve heat? YES NO please circle Other potential hazard? YES NO please circle

Details

After-Hours

Activities need to run from 10-5 daily, are you offering activities after 5pm? (optional) YES NO please circle

Details

Which type of workshop pitch are you applying for? please circle

Work/camp

Marquee space

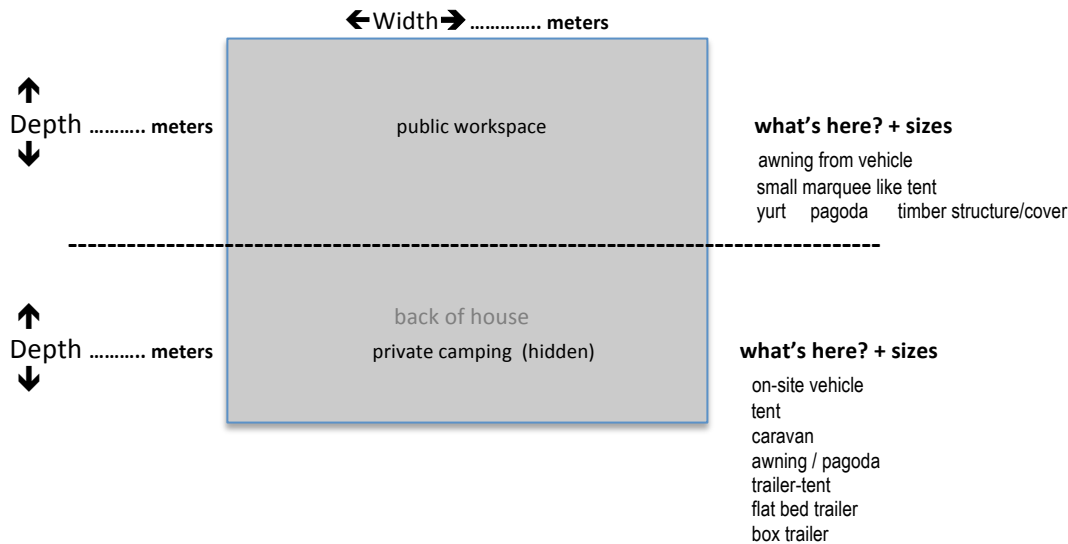
Flying pitch

PITCH FOOT-PRINT

Complete details with measurements

FRONTage (public view)

Sketch plan of contents in box



FRONTAGE WIDTH meters what the public will see DEPTH OF WHOLE CAMP meters

The above sketch measurements apply to all 3 options of: a work/camp pitch, a marquee space or a flying pitch, even though the marquee and flying pitch each have a split workspace and camp, please provide separate measurements for each on above sketch.

Power use Are you using **Solar** YES NO **Windmill** YES NO **Pedal** YES NO **Gas** YES NO **Other** YES NO
Details

VEHICLE DETAILS

Please note on-site vehicle passes are STRICTLY limited

Type of pass requested * see notes please circle

On-site

Delivery

Crew car park

Vehicle details

Vehicle pass Type

Make/Model circle nearest type CAR PICKUP TRANSIT TRUCK BUS

Fuel type circle Diesel Gas Electric Petrol only delivery + car park

REGISTRATION

COLOUR & LENGTH

DRIVERS NAME

Will this vehicle be lived in? YES NO please circle

If yes, Is it a registered campervan with DVLC? YES NO

Is the sink & cooker fixed in? YES NO

Is the gas bottle stored outside? YES NO in a wire cage? YES NO in a built-in ventilated box? YES NO

Is a smoke detector fitted? YES NO As one is required, will you commit to fitting a smoke detector prior to the event? YES NO

TOWING is this vehicle towing a trailer? YES NO please circle trailer type flat bed box caravan **LENGTH**

Details for further vehicle passes requested/circled above are required make/reg etc, please attach additional info if not enough space here

Please Note for 2017 Caravans will need a Pass.

Caravan Make/Model.....

Caravan Registration.....

TICKETS **Total number of tickets you are applying for?** (for aged 13 years & over)

Please list names & what people are doing

Are any of these for teenagers? YES NO

Details of names/ages

Total number of under 13s you're applying to bring?

Details of names/ages

Do any ticket applicants hold a 1st aid certificate? YES NO Details

Bursary **Are you applying for a bursary?** YES NO

PLEASE NOTE

All applications must include:

- Application form
- Photo(s) of the proposed pitch from the outside/front (what the public will see) + inside
- Photo(s) of craft workshop + items that'll be made
- Details of specialist workshops offered
- Vehicle pass details, for extra vehicles not included on the form eg: car park
- Any other information relevant to your application

*** Please fit these details onto 1 PAGE** can use both sides

HARD COPY applications only
posted to

N & M Piper.

Coomclogh. Kealkil. Bantry. County Cork. Ireland. P75 XT27.

*From outside of Ireland all letters need **Europe postage & an airmail sticker**
Ordinary post only - NOT couriered/signed for, as can delay receipt
Allow 5 working days for post to arrive*

Closing date for receipt of applications: February 28th 2017

All applicants will be contacted after the closing date