WORK SUMMARY & TERMS:
EVENT BUILD & BREAK CREW

Tilt Events Ltd (Trading as The Artful Dodgems)
Unit 7, Denvers Yard,
Ware,
Hertfordshire
SG11 1AL
Company Reg No: 13114115

This document sets out a limited description of work and terms, for team members responsible for build and dismantling of event structures as commissioned through Tilt Events Ltd in the season running from 01/01/24 – 31/12/2024.

All team members should read the document carefully, clarify any problems or queries with company directors, and sign to agree to work engagements over the season.

1. JOB DESCRIPTION

Team members are responsible for the unloading/loading, build/dismantling and show dressing of venues at public and private outdoor events. These structures include repurposed vintage structures with components which are valuable and breakable, and which present potential safety hazards for both team members and the public.

Responsibilities include:

- Unloading and loading of structural components and equipment to/from lorries and large vehicles by hand
- Assembly/disassembly of all elements of venue structures including aluminium sub-floor girders, wooden floor panels, uprights, handrails, roof trusses, supporting and fixing elements, roof poles, PVC roof canopy
- Assembly/disassembly of supporting structures including DJ booth, staging, gazebos, entry ramps, fencing
- Arrangement of power and lighting cables and show dressing, under the guidance of company or crew managers
- Preparing elements of infrastructure for event content such as roller-skating service, silent discos, and storage
- Any other tasks required for the delivery of services provided by the company on site

Tasks involve:

- Lifting and arranging of large and/or heavy elements: alone, in pairs and in teams of up to eight persons
- Working with heavy objects overhead
- Use of power tools
- Repetitive fine-motor tasks (eg. knot tying)
- Working at height where trained and authorised by company management

Work environment:

- Event sites conforming to high safety standards
- Presence of heavy plant and other hazardous machinery
- Shared space with non-company persons
- Daytime and occasionally night time working

Broad description of hazards (not complete - for more detail see build health & safety guidelines):

- Heavy lifting from ground level
- Heavy lifting above head height
- Working at heights
- Ladder usage
- Trips, slips & falls
- Vehicles, plant & machinery
- Rain, sun, cold weather
- Working after dark

2. WORKING HOURS

A typical build day lasts 10 hours (10am-8pm), though this is not fixed.
A typical break/get-out day lasts 8 hours (8am – 4pm), though again this is not fixed.

Lunch time and duration is agreed on site, according to the best and most time-efficient build plan. Lunch is a minimum of 30 mins, plus short breaks of 15 mins per 4 hours worked. Regular water breaks are given, especially in hot weather.

However, it must be noted that Tilt Events Ltd operates to a delivery guarantee for shows and events, meaning that work continues until the commission is complete, rather than to pre-limited working hours. This may mean that working hours may be longer than expected, due to conditions or problems delaying the completion of work. Team members are expected to remain available until a suitable endpoint is confirmed by company management, unless agreed beforehand.

Some events require two consecutive work days, in which case there may be less than the statutory minimum of rest time between shifts (12 hours for under 18s, 11 hours for over 18s): team members must agree to this prior to engaging in work.

Travel time is not included in the working day. Camping or staff accommodation is usually arranged for locations with significant travel times or where a very early start is required.

3. WAGE

Team members are paid by the day:

- £145 for a build day
- £115 for a shorter second build day (finishing before 4pm)
- £115 for a break/get-out day
- Additional £10 bonus for working both build and break days on any event

Payment is processed after invoice is raised by team administrator. Team members are responsible for their own tax liability upon any invoices.

4. WHAT WE EXPECT

a. Preparation

Prior to working, team members should:

- Read and sign/validate any documents required by the client/event, such as accreditation and H&S induction
- Bring appropriate attire based on weather forecast and job description
- Bring steel-toe cap boots
- Pack their own lunch/drinks or make arrangements for purchasing lunch/drinks
- Pack sunscreen, sunglasses, wet weather gear, change of clothes
- If the event requires an overnight stay, pack a tent and camping equipment
- Arrive in good time to begin work, allowing for accreditation time
- Ask company directors or team manager if in doubt about any arrangements

b. On Site "Dos"

Whilst working onsite, team members should:

- Attend a team briefing given by company director or team manager
- Carry out all work with enthusiasm and energy, but also with composure and care
- Respect the decisions and instructions of company directors and team managers
- Respect the equipment and structures, many of which are old and fragile
- Respect the hazards and dangers associated with build and dismantling of structures
- Wear steel-toe cap boots and hi-vis vest at all times, and other appropriate PPE when instructed
- Read guidelines on heavy lifting, building above head height, and ladder usage
- Behave respectfully towards each other, to clients and contractors and to all who share the working area

c. On Site "Don'ts"

Whilst working onsite, team members should not:

- Ignore instructions given by directors or team managers, especially those emphasised for safety and precision
- Rush, cut corners or act in a way that endangers safety or themselves or others
- Use offensive language or behave in a way that represents the company to outsiders in a negative way
- Use any language that may be conceived as racist, sexist, homophobic, ablist or discriminating to any groups
- Leave litter

- Use mobile phones once active work is underway
- Post pictures or videos of unfinished build on social media
- Engage in any tasks of which they are unsure, without consulting team manager or colleagues

5. WHAT YOU CAN EXPECT

a. Preparation

Prior to working, company directors or crew managers will provide:

- All information on site location, times, arrangements, accreditation
- Links to health & safety training including government HSE documents
- Risk assessment for the event which will be accessible to all online
- Hi-vis vest (normal site rules require wearing of vests before entry)

b. On site

Once on site, company directors or team managers will provide:

- Sheltered staff area with seating
- Basic kitchen including kettle and microwave, and occasionally refrigerator and other appliances (power permitting)
- Health & safety guidelines available for reference
- Team briefing and plan for the day
- In situ training and support

Once on site, company directors and team managers will not provide:

- Tents or camping equipment
- Food

The company expects clients/event organisers to provide:

- Car parking
- Toilets
- Tap water
- Fire evacuation plan

6. GENERAL

Full training is provided in situ as required. The build and dismantling process for vintage structures is full of quirks and idiosyncrasies, and instructions should be adhered to at all times, for safety of team members, maintenance of the structural elements, precision and to avoid delays caused by repetition of poorly executed builds.

Occasionally event and site conditions mean that build is slowed or stopped in order to allow for other processes to occur, or due to delays in supply of plant or equipment. In such cases, team members are expected to take a proactive approach, and continue to find ways of working towards the end goal.

Enjoy yourself – days can be long but it's a fun job and very rewarding. If in doubt about anything – just ask!

7. SIGNATURE

In signing this document (below), team members declare that they understand and agree to the above terms. Team members should retain a copy to refer to after each work engagement and clarify any new queries.

Signature: **Print Name:** **Date:**