

# Staff Application/Contract



**Event:** The Green Hill Medieval Faire  
**Location:** Green Hill Park, 2501 Parkside Rd  
Roanoke County, VA 24153  
**Dates:** September 24<sup>th</sup> - 25<sup>th</sup> 2011  
**Hours:** Saturday: 10:00am - 6:00pm  
Masquerade Ball 5pm  
Sunday: 10:00am - 5:00pm



All Staff/Volunteer must read the Company Handbook at [www.medievalfantasiesco.com/handbook.htm](http://www.medievalfantasiesco.com/handbook.htm) for the most up to date information which supersedes all information in this Application/Contract, complete, sign and return an Application/Contract for each Event. Submitting an Application does not guarantee acceptance. If the Application is accepted it will be considered a Contract. Applications are accepted on a first come first served basis with returning participants, who are of good standing, being given first refusal. Applicants under 18 years of age must have a parent or guardian sign the Application/Contract. Retain a copy for yourself and return the original by postal mail to the address listed below. All Cast, Volunteers, Staff, Knights, Photographers, Activity Directors, Shoppe Keepers, Games Attendants, Peddlers, Faire Nurse, Gatekeepers, Performers, Living History Groups or Individuals, Merchants, Managers or any other MFC Contracted Personnel associated with the Event is classified as a **"MFC Participant"**.

## Completing and Submitting Applications

Applicants are required to print all requested information legibly in either blue or black ink, other colors will result in the Application being denied. Applications that are unreadable will be denied.

Position Applying For:  Volunteer  Knight  Games Attendant  Peddler  Shoppe Keeper

Name: \_\_\_\_\_ Faire Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Medical or Special needs: \_\_\_\_\_

Camping/Lodging:  Period Tentage  Modern Camping  RV  Vehicle  Offsite

If requesting to have display or camping tent upon the Faire grounds:

Description of Tent/Pavilion: \_\_\_\_\_

Space required for Tent/Pavilion to include all ropes, stakes, awnings, attachments, signage, camping shelters and other miscellaneous features: \_\_\_\_\_

**Staff are required to provide an image of themselves in their garb and tentage (if applicable) with application. Failure to submit an image will result in Application not being accepted.**

MFC is not responsible for Staff transportation, food or lodging while at an Event.

MFC operates rain or shine with the exception of extreme weather which would be unsafe for Staff or Patrons to include but not limited to Temperatures below 32 degrees or above 105 degrees Fahrenheit, Lightening within 1 mile, Hurricanes, Tornados, Snow or Ice which make roadways unsafe or Damaging Winds.

MFC is not responsible for any personal items that might be stolen, lost, damaged or destroyed in any manner while on the Event grounds or elsewhere.

Staff might have their photograph taken and used for promotional purposes by MFC.

### **Clothing/Attire**

Staff must provide proper garb and are responsible for meeting appearance standards of MFC. Garb must be clean and in good repair and appropriate for a family event. Garb should be Renaissance, Medieval or Celtic in nature. See Company Handbook for examples [www.medievalfantasiesco.com/handbook.htm](http://www.medievalfantasiesco.com/handbook.htm).

### **Staff Compensation and Regulations**

If applicable, Staff will be compensated within 14 calendar days after the Event. If you lose your payment check you may request a replacement check within seven (7) calendar days. A \$20 fee will be deducted from the replacement check. Cash payments will not be replaced. Failure to perform the duties assigned may result in forfeiture of this compensation. MFC provides no benefits such as unemployment insurance, health insurance or worker's compensation insurance to Staff.

Staff is responsible for payment of all federal, state and local income taxes.

Staff is not eligible to win contests or prizes

### **Volunteers** (Pay rate - Free admission and camping at the Event)

Assists with set up and take down  
Interacts with Patrons  
Assists with and participates as needed in Activities  
Takes photographs of Event  
Notifies Performers of their Performance times and locations  
Performs tasks as directed by the General or Assistant Manager  
Have fun!

### **Knights** (Pay rate - Per MFC arrangement)

These individuals are responsible for safety and security at the Faire. Applicants must provide proof of training in first aid, and security. Must be 18 or older.  
Provide for safety and security at Events  
Performs duties assigned to include but not limited to:  
Issuing Weapons Permits  
Peace binding Patron's weapons  
Parking vehicles  
Assisting Patrons as needed  
Performs tasks as directed by the General or Assistant Manager  
Have fun!

**Games Attendants** (Pay rate - ½ proceeds collected) **Please see Handbook for Position Policies**

Assists with setup and takedown of Games

Conducts play of games assigned to

Interacts with Patrons to entice them to play (hawking)

Turns over monies collected to the MFC Management

Gives out prizes to Patrons playing

Have fun!

*List of games may be found upon the MFC website, [www.medievalfantasiesco.com](http://www.medievalfantasiesco.com)*

**Peddlers** (Pay rate - ½ proceeds collected)

Sells pickles, pretzels, and novelties to Patrons

Interacts with patrons to entice them to play (hawking)

Turns over monies collected to MFC Management

Have fun!

**Shoppe Keeper** (Pay rate - 10% of total sales for the Event or other arrangement)

**Please see Handbook for Position Policies**

Operates MFC Gyfte Shoppe during Faires and Festivals

Maintains professional appearance of merchandise

Interacts liberally with Patrons

Distributes promotional materials

Keeps record of sales

Collects payments for items sold (cash, check, debit or credit cards)

Turns over all monies, forms and sales records to General and/or Assistant Manager.

Have fun!

**Tent/Pavilion Specifications**

MFC Participants are responsible for providing their own tent or cart. All structures must have a Renaissance/Medieval theme in their appearance. All MFC Participants needing shelters are expected to supply period style pavilions, tents or booths or adapt modern structures to the theme of the Faire. All modern features must be masked and hidden. All non-period/metal tables/chairs/etc. must be covered, including legs, in such a manner that suggests they conform to the Medieval/Renaissance theme. (A canvas drop cloth, painted or dyed, is a cheap way to hide any bright blue plastic tarps or EZ-UP.) NOTE: The use of multiple EZ-UP shelters will only be allowed if adapted to a unified appearance fitting the theme of the Event. EZ-UP shelters must be connected to one another in order to appear as a single booth.

All "non-period" equipment on your person or in your booth (fans, cell phones, pagers, credit card machines, coolers, etc.) must be out of sight of Patrons. All pagers and phones must be in silent or vibrate mode or turned off. The general set-up and display media used in booths is expected to appeal to the Medieval and Renaissance period styles. It is the sole responsibility of the merchants to provide their own display media. Display media must conform to the theme of the Event. For example; no handwritten signage unless done in calligraphy. Signage not meeting standards may be removed by MFC Management.

The following booth construction items are not acceptable: No plastics may be used for signs or canopies; No exposed chicken wire, unpainted plastic pipe, shiny metal, or cardboard. No military issued tents. Modern woven strapping is not permitted to tie down tents/pavilions. Ropes may be of any natural product or color - No day-glow or neon colors.

MFC Participants participating with MFC on a regular basis are entitled to purchase Period Tents at a discount from MFC. MFC Participants participating at MFC Events and using Period Tentage are entitled to receive one free MFC T-shirt per Event, contact Chris or Mia Pugh for more information. Additional information is available in the MFC Company Handbook found at [www.medievalfantasiesco.com/handbook.htm](http://www.medievalfantasiesco.com/handbook.htm).

Inspections of all MFC Participants tentage and booths will be conducted by MFC Management during setup and after the morning meetings. **Tents must be at least 20 feet from lot lines, parked cars, and buildings.**

### Setup/Tear Down

Setup of all tentage, decorations and associated needs of the Festival will begin the day prior to Faire. **MFC Participant may set up no earlier than 12 noon on Friday unless other arrangements have been made.**

All MFC Participants must check in with Chris or Mia Pugh prior to unloading. MFC Participants are to be set up and ready for Faire no later than ½ hour prior to opening. MFC Participants arriving one hour or less prior to opening are considered “No Shows” and their compensation terms will be considered void. MFC Participants are expected to work each day of an Event unless other arrangements have been made.

Take down may not begin until the closing announcement of each day of Faire. MFC Participants leaving without permission may be refused participation at future Events.

All trash must be kept picked up and placed in the proper receptacles provided. At the end of Faire all trash will be taken to the trash containers or dumpsters provided prior to leaving. MFC Participants are responsible for the disposal of their trash into dumpsters.

Non compliance with these requirements may result in monetary fines as well as denial of participation in future MFC Events.

## Event Specific Information

### Morning Meeting

A meeting for all MFC Participants is held each morning of Faire at 9:00am at the Tavern Tent. At least one adult representative from each Merchant booth, Performer Group or Living History Group must be in attendance. All Staff must be in attendance. The Meeting will not begin until all MFC Participants are represented and all vehicles are off the grounds, be on time!

### Camping

Camping is available on site for RV and modern tents. MFC Participants may camp within their period shelters on Festival grounds. Parking is available; all vehicles must be removed from the Grounds no later than 1 hour prior to opening. Vehicular access to the grounds is at the discretion of the General Manager, Assistant Manager or the Owner of the grounds. Limited power and no water hookups for RVs are available at this site.

Outdoor fires will be allowed in specified locations within the Faire area as well as the Staff Camping areas providing they are attended and contained within a proper UL approved metal container supported above the ground and a minimum of 20 feet from any tent, building or other combustible material and are in accordance with Local and State Laws/Ordinances. Only wood, charcoal or propane fuels may be used. **Gasoline, gas, charcoal, or any other cooking device or any other unapproved open flame shall not be permitted inside or located within 20 feet of any tent.** For tentage that exceed 200 square feet (10x20 min) with walls or sides and/or tents 700 square feet (20x35 min) without walls or sides or tents with an occupancy load exceeding 50 persons shall be required to fill out a Tent and Air supported Structure Permit in accordance with Virginia State Fire Prevention Code Section 107.2, fees may be included with this Permit. Tentage with an occupancy load of 100 or more persons requires a Site Plan to be submitted. **At least one portable fire extinguisher with a minimum 4-A rating, or two extinguishers with a minimum 2-A rating each (Check extinguisher label for rating; all other criteria in accordance to 906 SFPC -2009 edition), must be properly located, mounted, visible, and accessible in each tent or shelter used as a Merchant booth or where the Public is invited to enter, upon the Faire grounds. Approved “No Smoking” signs shall be conspicuously posted in accordance to 2404.6 SFPC-2009 edition. Failure to having an approved Sign and a properly charged extinguisher**

**meeting these criteria will result in the Participant not being allowed to open or conduct business until this Standard is met. MFC will have on hand extinguisher brackets/holders and No Smoking signs if needed.** Liquid or propane fueled torches must be at least 20' from any tent, building or other combustible material.

### **Animals**

Patron pets are not allowed. Pets belonging to Merchants, Performers, Living History Groups or Staff are not allowed. Animals part of a Performance or Living History Exhibit are allowed providing proper leashes or restraints are used. All those with animals must have on hand records proving proper and current immunizations. No horses will be allowed entry without proof of Coggins, Herpes or other applicable immunizations. Established Park Rules regarding pets will be in governance in addition to the above stated.

### **Smoking and Consumption of Alcohol**

MFC Participants may not smoke Tobacco Cigarettes or use Smokeless Tobacco products on site during the hours of operation for the Event. Pipes and Cigars may be smoked during the hours of operation of the Event outside of booths and shelters but not in lines for food, beverages or other services. MFC Participants may smoke Tobacco Cigarettes or use Smokeless Tobacco in the designated break area, usually off site. The use of illegal smoking materials or illegal drugs anytime at an MFC Event will be prosecuted to the full extent of the law. Illegal consumption of alcohol will be prosecuted to the full extent of the law. **Alcohol is not permitted at this Event at anytime.**

### **Weapons**

Weapon sales are allowed at this Event.

### **Masquerade Ball**

There will be a Masquerade Ball Saturday evening 5pm until at or about 6pm. All MFC Participants are welcome to participate.

### **Tents and Air-supported Structures Permit Application**

All applicants are required to complete a Roanoke County Tents and Air-supported Structures Permit Application and include it with their Application/Contract. Permit fee will be waived if Application/Contract is received by September 9<sup>th</sup> 2011. Failure to include the Tents and Air-supported Structures Permit Application will result in Application not being accepted.



# County of Roanoke

FIRE AND RESCUE DEPARTMENT

RICHARD E. BURCH, JR.  
CHIEF

## Tents and Air-supported Structures Permit Application

Certain permits may be issued in accordance with the Statewide Fire Prevention Code Section 107.2 and county ordinance to engage in certain business practices or activities that may present hazards to life, health, or safety. This permit is for erecting, operating, or maintaining tents and air-supported structures covering an area exceeding 400 square feet. There are some exceptions that could allow a tent up to 700 square feet without a permit, however, certain conditions must be met. This would need to be discussed with the Fire Marshal to determine if the exception applies. (2403.2) Require separate Permit for each tent or air supported structure. Small tents that are placed within 12 feet of each other and create a covered space exceeding 400 square feet would need a permit also.

**Instructions:** read pages one and two; then complete page one, sign, and submit application with required permit fee. When completed properly, with proper documentation if necessary, a fire code official will review the application in the order in which it was received and in a timely manner. Please print all information.

Name of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Tent or Air-supported Structure Location & Size:  
\_\_\_\_\_

Tent or Air-supported Structure Owner: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant: (sign) \_\_\_\_\_ (print) \_\_\_\_\_

(Do not write in the space below – for office use only)

Fire Official:			
Permit disposition:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date:
Reason:			
Permit fee is \$25.00. Method of payment is:	<input type="checkbox"/> cash	<input type="checkbox"/> check #	<input type="checkbox"/> order # money
Initials:			
Permit number			

# Restrictions

1. **A detailed site plan and floor plan must be provided** with each application for approval of tents with an occupant load of 50 or more. This plan must indicate details of the means of egress facilities, seating capacity, arrangement of the seating and location and type of heating and electrical equipment.
2. **Inspections:** the entire tent or air-supported structure system must be inspected at regular intervals, but not less than four times per year. A certificate from an approved testing laboratory that shows the fabric/membrane meets the flame propagation performance criteria of NFPA 701. **Must have label permanently affixed bearing identification, size, and fabric or material type.**(2404.3 SFPC-2009 edition). All anchors must be inspected regularly and adjusted or repaired immediately to ensure a secure base attachment and seal. The fabric envelope must be inspected regularly, and any fabric damage must be repaired immediately to prevent more extensive damage. The owner of the tent or air-supported structure must file a maintenance inspection report every three months; this report will verify that the structure has been inspected and serviced by a representative of the manufacturer of the structure.
3. **Fire safety requirements:** Hay, straw, shavings, or similar combustible materials must not be located within any tent or air-supported structure containing an assembly occupancy, except the materials necessary for the daily feeding and care of animals. Sawdust and shavings utilized for public performance or exhibit shall not be prohibited, provided they are kept damp. Combustible materials will not be permitted under stands or seats at any time. The areas within and adjacent to the structure must be maintained clear of all combustible materials and vegetation that will create a fire hazard within 20 feet from the structure. All combustible trash must be removed at least once a day from the structure during the period that it is occupied by the public.
4. **Open flames and cooking:** Gasoline, gas, charcoal, or any other cooking device or any other unapproved open flame shall not be permitted inside or located within 20 feet of the tent or air-supported structure. 2404.15.5-2009 edition, allows for a separate cooking tent. Please discuss requirements with the Fire Marshal's Office.
5. **Spot lighting:** Spot or effect lighting shall only be by electricity, and all combustible construction located within 6 feet of such equipment must be protected with approved noncombustible insulation not less than ¼-inch thick.
6. **Clearance:** A minimum of 3 feet of clearance must be maintained between the fabric envelope and the contents located inside an air-supported structure. Tent must be at least 20 feet from lot lines, parked cars, and buildings.
7. **Portable fire extinguishers:** At least one portable fire extinguisher with a minimum 4-A rating, or two extinguishers with a minimum 2-A rating each, must be properly located, mounted, visible, and accessible in all tents and air-supported structures. (Check extinguisher label for rating; all other criteria in accordance to 906 SFPC -2009 edition.
8. **Smoking:** not permitted in tents or membrane structures. Approved "No Smoking" signs shall be conspicuously posted in accordance to 2404.6 SFPC-2009 edition.

I have read and understand all of these restrictions for erecting, operating, or maintaining tents and air-supported structures.

Applicant: (sign) \_\_\_\_\_ (print) \_\_\_\_\_

Date: \_\_\_\_\_

### Completing and Submitting Application

Applicants are asked to please print all required information on the first page in either blue or black ink.

**Agreement:** By submitting this MFC Application, the Applicant agrees to have read this Application/Contract as well as the MFC Handbook and will abide by all rules and regulations. All information contained in this Application/Contract is superseded as applicable by the MFC Handbook which contains the most up to date information. The Applicant understands that all rules and regulations are subject to change with or without prior notice and Applicant's employees/agents are responsible for compliance with all policies established by Medieval Fantasies Company. The Applicant understands that he/she is subject to expulsion and/or fine (if accepted) for failure to comply.

I the undersigned do hereby release, hold harmless, and waive all claims against Medieval Fantasies Company, its owners, employees, members of the Faire Staff, Roanoke County Parks and Recreation Department, it's Volunteers, Staff, Sponsors and Assigned for any and all loss, damage, or injury to myself, my agents and any participant or property, I might suffer as a result of my participation.

---

Applicant

---

Date

---

PARENT OR GUARDIAN

---

Date

---

Chris or Mia Pugh, Owners Medieval Fantasies Company

---

Date

We are at your service,  
Chris & Mia Pugh  
Medieval Fantasies Company  
3782 Churchville Ave  
Churchville, VA 24421  
540-337-6324  
[www.medievalfantasiesco.com](http://www.medievalfantasiesco.com)  
sirblackwolf@medievalfantasiesco.com  
ladydawn@medievalfantasiesco.com  
Where your Fantasies become Reality