

## 2022 Northwest String Summit Orientation Packet

Thank you for your involvement in this year's Northwest String Summit. Your hard work and dedication to the event is much appreciated. Please read the entire Staff Orientation Packet. As a member of the Event Staff you will be called upon to answer and solve a wide array of questions and problems. Familiarize yourself with the general internal structure and festival policies set forth below.

**Prior to starting your first shift you must read this Orientation Packet AND sign and date the required forms.**

*You are a representative of this festival. We ask that you act professionally and courteously at all times even when off duty.*

No use of drugs or alcohol whatsoever is permitted during work shifts. If you appear unable to work, or you do not meet the standards of String Summit, you will be relieved without pay.

During the course of your duties, the only persons who may direct you are: your supervisor, the event producers Skye McDonald and Gregg Friedman, and Event Manager-Patrick Balduchi. It is your responsibility to know who these people are and who your supervisor is. If you are contacted directly by a Horning family member, please be courteous to them and discuss their concerns with one of the above. It is likely at times that you will have to interact with patrons and with the property owner Bob Horning. Please show the Horning family the utmost respect and courtesy. Without the Hornings, none of this would be possible.

A map will be available for you when you arrive onsite. It is important that you familiarize yourself with the locations of each of the following:

PRODUCTION OFFICE, MEDICAL TENT, BACKSTAGE AND VIP STAGE ACCESS, CATERING, AMPHITHEATRE ENTRANCES, VENDING, ICE SALES, FAMILY CAMPING, SPECIAL NEEDS CAMP, VOLUNTEER HQ, SECURITY HQ, PEACOCK BARN, KAREN'S CROSSING, BOX OFFICE, ARTIST MERCHANDISE, KID'S AREA, ATMS, SHUTTLE STOPS, PUBLIC PHONES, DRINKING WATER DISPENSERS, STAGES, CAMPGROUNDS, AND GLAMPING AREAS.

*The most important thing to remember all weekend is that your primary concern is for the safety of yourself, your co-workers, and the patrons of the festival.*

**BY SIGNING I CERTIFY I HAVE REVIEWED THIS MANUAL AND AM FAMILIAR WITH THE POLICIES AND PROCEDURES AND AGREE TO BE BOUND BY THEM.**

**SIGNED/DATED**

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## **POLICIES AND PROCEDURES:**

***ALCOHOL:*** The responsibility for ensuring the legal and responsible sale and consumption of alcoholic beverages rests with our Concessionaire as directed by the OLCC. Staff and security are expected to abide by and support the enforcement of regulations.

Outside alcohol is not permitted at the venue. Alcoholic beverages purchased within a licensed area may not leave the area.

### ***CAMP AREAS***

***RV-*** Must have pre-purchased RV placard- Micro campers without RV placard may be parked in general parking; but are not to be used as campsites unless have car camping credential.

***FAMILY CAMP-*** Located up the hill and behind the Volunteer HQ and Peacock Barn and set back from Staff /Artist Camping. Family camping is set aside primarily for families and secondarily for people who want a non-party atmosphere with quiet hours. We ask that people maintain quiet from 8PM until 8AM and keep noise levels down otherwise.

***Crew/Staff Camp:*** If you are camping you may camp anywhere on the property. We encourage you to camp in the Staff/Crew Camp area behind Bob's house. You may NOT open up crew camp to friends who are not staff. You must be credentialed before you set up camp. Tents that are not tagged prior to general doors, may be removed without notice.

***Cart Use:*** Only authorized persons are allowed to sign out a cart. Prior to receiving a cart key, you must sign the required waiver and release. At night you must have either a headlight, flashlight affixed to the front of a cart, or a working headlamp. Driving a golf cart while impaired to the slightest degree by drugs or alcohol is impermissible and may result in immediate termination. Driving carelessly, failing to yield to pedestrians and/or peacocks, may also result in immediate termination.

***CREDENTIALS:*** Be sure to familiarize yourself with the current credential boards.

*SEE SOMEONE WITHOUT A WRISTBAND? CONTACT SECURITY.*

**ARTIST 1 -ALL ACCESS wristband-** Allowed anywhere, NO ESCORT.

**ARTIST 2 –** VIP area stage right. Green Room access for Kinfolk, Cascadia, Tweener Stages. NO ESCORT.

**CREW wristband-** Working crew only. Stage access, VIP area access, Catering access. NO ESCORT.

**VIP/Guest wristband-** VIP area stage right ONLY. NO ARTIST AREA. NO ESCORT.

**VENDOR wristband-** GA access with vendor camping access ONLY.  
**GA wristband –** General admission areas only.

**BASECAMP wristband –** Access to Basecamp Areas & provided shuttle services.

***DANGEROUS PHYSICAL CONDITION ON PROPERTY-*** If you notice a potentially hazardous physical condition from any source that could injure person or property, immediately contact Matt Snyder/Patrick Balduchi. Give exact location and wait for response.

**ENTRANCE SECURITY POLICIES:** All persons wishing to enter the grounds are required to subject to a car and limited physical search. **PROHIBITED ITEMS:**

Animals- (See attached Service dog policy for proper protocol)

Alcohol- No outside alcohol is permitted at Horning's Hideout.

Bicycles, skateboards and ATVs.

Illegal Drugs.

Fireworks- All fireworks are strictly prohibited.

Nitrous Oxide tanks.

Weapons- All weapons (guns, knives with blades over 3 inches, bb guns, wrist rockets, bow and arrows, etc.) are strictly prohibited.

***FIRE:*** Immediately clear the area of patrons, remain if safe and observe. Request security backup and report to Office Manager/Balduchi. NOTE: (1) WHAT THE SITUATION IS (BE AS DETAILED AS POSSIBLE; AND (2) WHERE YOU ARE LOCATED IN THE VENUE.

***ILLEGAL VENDING:*** Bootleg T –Shirts/Merchandise/Illegal paraphernalia/or UNTAGGED mobile vendors are prohibited. Call security/Balduchi to report. Roaming vendor passes may be available.

**NITROUS TANKS:** Nitrous tanks are absolutely prohibited. In the event that you witness

balloons or see a nitrous tank, contact Security/Balduchi and maintain visual contact with tank and its owner

**INFORMATION STATIONS:** Information Stations will be available for lost and found, complaints, directions, tour schedules of each performer and general information. They are located at the OFFICE and Artist Merchandise. MEDICAL. And Camp Host locations in Family Camp & Near Back 40.)

**LOST AND FOUND:** Guests inquiring about lost articles or lost patrons shall be directed to: Lost and Found at Medical tent in amphitheater if loss within amphitheater. Main Barn Office if loss is outside amphitheater.

**LAW ENFORCEMENT:** Local law enforcement is on site at the request of String Summit. Any and all questions by law enforcement (either from the Oregon State Police or the Washington County Sheriff Department, or any other individual in a uniform or otherwise) should be directed to Event Manager for further direction. They are to be treated courteously and professionally. But make no mistake- *they are working, will arrest individuals who are breaking the law, and are not at the festival to have fun.*

**LOST CHILD PROTOCOL- WE HAVE NEVER LOST A CHILD - THIS PROCEDURE WORKS.**

Parent notifies staff of lost child.

FIRST RESPONDER- If you do not have a radio, escort parent to Harmony Medical if in amphitheater, main Barn office if outside, or if you encounter a radioed staffer on the way, connect Parent with radioed staffer.

RADIO STAFFER IN FIELD WITH PARENT. CALL OFFICE, ANNOUNCE LOST CHILD PROTOCOL- take parent to Harmony Event Medical and remain until relieved by String Summit supervisor- stand by for instructions.

OFFICE- Office takes over all traffic on channel 1.

Announce LOST CHILD PROTOCOL on ALL radio channels

Announce on radio to keep CHANNEL ONE- OFFICE clear

SECURITY- LOCK DOWN ALL AMPHITHEATRE AND VENUE EXITS AND PAID SENIOR SECURITY STAFF REPORTS TO ALL WRISTBAND CHECKPOINTS AND PEACOCK GATE.

PERSON WITH PARENT

Ask the parent for the child's name

Ask for the parent's name

Last seen point of child – exact and who they were with

Get a description of the child: physical features, clothing, and age.

We need as detailed a description of child as possible.

Escort parent to the medical tent or production office.

Communicate above information to the OFFICE.

OFFICE CONTACT STAGE MANAGER WITH ANNOUNCEMENT-  
STAGE MANAGER CONNECTS WITH EMCEE WHO WILL BREAK INTO MUSIC

OFFICE DESIGNATES ASSIGNMENTS TO SENIOR STAFF BASED ON PROXIMITY TO  
PARENT AND LAST SEEN POINT. SENIOR STAFF- (MANAGEMENT AND  
SUPERVISOR LEVEL)

OFFICE- DESIGNATES One Senior Staff to locate and accompany PARENT  
One Senior Staff to locate at Peacock Gate  
One Senior Staff to the stage, locate Pastor Tim

SENIOR STAFF WITH PARENT- Request information regarding other adults who might have  
child

Request information regarding where child might go such as location of camp and car, last  
known location of child

#### SECURITY

Supervisor respond to the Peacock Gate  
Respond to amphitheater upper and lower gate  
Stay on your Security Channel, stand by for further instructions  
Respond to locations as directed by the OFFICE

#### PEACOCK GATE

Stop all exiting traffic  
Hold traffic until SECURITY AND SENIOR STAFF RESPOND  
Once staffed begin visual search of exiting vehicles  
Vehicles without children will be allowed to exit  
Senior Staff or Security will investigate vehicles with children to verify child's identity

#### ONCE CHILD IS FOUND AND IS REUNITED WITH PARENT

Communicate with the Office that child is found  
Stand by for directions from the Office  
SENIOR STAFF to remain with child until reunited with PARENT  
SENIOR STAFF to remain with parent until reunited with child.  
CONTACT STAGE WITH ANNOUNCEMENT

OFFICE TERMINATES LOST CHILD PROTOCOL.

#### ***MEDICAL AND SPECIAL NEEDS CONSIDERATIONS:***

*INCIDENT REPORTS:* These forms are available at the Office and will help us keep a recorded  
reference of occurrences that take place. Reports are to be completed by any staff member  
involved in an incident. Fill in all information in specified areas on the report and turn it in to the  
Office. Reports should be detailed and specific.

*NOTES:* If you are busy during an event and an incident arises, make notes. Your notes should  
include all pertinent information such as: names, addresses and phone numbers. If the event is

serious, however, you will need to be on hand.

*Work Schedule:* Prior to starting your first shift, receiving a radio or golf cart, all Staff must read the Orientation Packet and complete, sign, and date all required forms.

***INJURY:*** If see a person who appears injured, stay with the injured person and contact a radio staff person- do not leave an injured person unattended. Call Harmony Medical and wait for them to arrive. **SPEAK SLOWLY AND CLEARLY AND STATE THE FOLLOWING: (1). WHAT THE SITUATION IS (BE AS DETAILED AS POSSIBLE); AND (2) WHERE YOU ARE LOCATED IN THE VENUE.**

***FIRST AID:*** Medical personal from Harmony will be onsite the duration of the event. Authorized personnel will be dealing with situations such as dehydration, heat related problems, cuts/scrapes, drug overdoses, and/or other problems usually occurring at music festivals. Medical is available on the radio.

***PATRON INTOXICATION/UNCONSCIOUSNESS:*** If you witness or are responding to an emergency, immediately locate an individual with a radio. Stay on scene until you are told you may leave. Do not leave an intoxicated person unattended.

Staff will be required to complete an incident report immediately upon the conclusion of the situation. **IT IS YOUR RESPONSIBILITY TO COMPLETE AN INCIDENT REPORT FORM** in consultation with the event manager. Refer all individuals asking questions about the situation to the event manager. **TRY TO KEEP ALL WITNESSES OR INVOLVED PERSONS ON SCENE- ALTHOUGH YOU CANNOT USE PHYSICAL FORCE TO DETAIN THEM!**

***ALWAYS USE AN ABUNDANCE OF CAUTION. IF EVER IN DOUBT CALL MEDICAL AND/OR ESCORT TO MEDICAL. IF YOU ARE NOT 100% SURE THAT A PATRON IS OK, DO NOT LEAVE THEM UNATTENDED BY AN AUTHORIZED MEDICAL PERSON.***

***HOSTING PHYSICALLY CHALLENGED PATRONS:***

This section is dedicated to educating you to look beyond an individual's differences and show him or her the same respect and courtesy that you show all guests. It is our goal to provide our guest with special needs an unforgettable entertainment experience.

***Facilities:*** Horning's Hideout is an unimproved camping facility with no special needs access. We have brought in portable handicapped toilets located in the reserved special needs viewing area and the special needs parking area.

***Parking:*** Guests with state issued handicap license plates or place cards may park in the Special Needs Parking Area. Spaces are limited and are based on a first-come basis.

***Seating:*** Anyone desiring to view performances from the special needs viewing area may do so. Space is limited and is based on a first-come basis. It may be necessary to ask guests to move to make room for late arriving special needs guests. Always be courteous.

***WHAT IS A "SPECIAL NEED"?***

We utilize the words “special need” to identify services for physically challenged guest/customers to enhance their overall entertainment experience. A physically challenged guest/customer has a physical or mental impairment that substantially limits one or more major life activities such as walking, seeing, hearing, speaking, breathing, learning and working. These are special needs that we can easily accommodate.

**COMMUNICATION:** Use Common Sense

Our guests with special needs should be treated the same way as everyone else. Do not hesitate to offer assistance. However, do not automatically give help unless someone clearly needs help or asks for it. If your assistance is declined, do not insist on helping.

Staff is encouraged to assist our physically challenged guests in any reasonable manner (pushing chairs, etc.), *but you are not permitted to lift or assist with the lifting of guests in or out of wheelchairs.*

**SPECIAL NEEDS CAMPING:** Located inside the amphitheater between the upper and lower entrance gates and across from the upper gate.. All cars parked within this area must have “Special Needs” parking sticker. There is some power access for special requests. Overflow is located down the hill adjacent to parking zone below near General Store location and Camp Turtle.

**Meals & Catering:** Meals and vendor coupons are only AS ADVANCED.

One (1) meal ticket or meal laminate pass punch per meal only. Each meal = one pass at the buffet.

You must have the proper corresponding meal ticket or pass punch available to the Meal Ticket Taker at each meal.

Only expect to eat meals agreed upon and advanced for your position.

You may request a boxed meal “to go”.

Special note for Sunday brunch- those of you who have a breakfast and lunch pass for Sunday will be able to get two punches total so you can eat twice during brunch.

Sunday BBQ dinner will be happening again this year for ticketed Artists, Staff and family ONLY. If you have a significant other that you’d like to attend, please get a ticket.

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**PARKING:**

**VIP/ARTIST-** They will receive placard from box office or production office as advanced. Designated parking area near production office and/or up in Artist camping above Horning’s home.

**STAFF:** Obtain a Staff Parking Decal from the office. Please park in designated staff parking across from production office.

**PAYMENTS:** Our accountant will make payments on **Monday, July 22** at the Office between 9:00 AM to 1:00 PM unless otherwise advanced with Accounting. All subcontractors submitting invoices should do so prior to Monday.

**RADIO ETIQUETTE:** It is your responsibility to ensure that the radio is charged and in working order at all times. When your shift ends, you must return the radio to the Quartermaster. You are

responsible to ensure the same radio you checked out is checked back in. ***You will be responsible for any loss or damage.*** Use the following protocol: Always initiate radio contact by first identifying yourself and secondly identifying the person or position you wish to speak to. For example: “Skye calling for Melinda” or “Skye for security.” When responding use, the same format: “Go for Melinda...” **Never begin radio contact when someone else is speaking.** Be sure to hold talk for a full second before speaking. REMEMBER- OTHER PEOPLE CAN HEAR YOU, THERE ARE NO PRIVATE CONVERSATIONS ON RADIO!

***STAFF CODE OF CONDUCT:*** Staff are expected to act in a professional manner at all times- whether working or not. You are here at the pleasure of String Summit, LLC., and this applies to volunteers as well. You may be terminated at any time for any reason, or no particular reason, as the Festival deems. Examples may include an error in judgment, inappropriate conduct, violation of handbook policies, and/or endangering the welfare of a patron, other staff, or volunteer. In such case, the Festival may, in its own discretion, immediately terminate your engagement as a staff member and pull your credential. The Festival may require you to vacate the premises, and you may forfeit any unpaid monies due to the risk of exposure created by your behavior.

Examples of these behaviors include, but are not limited to, the following:

- a. Driving a golf cart while impaired to the slightest degree by drugs or alcohol;
- b. Retaining confiscated materials for personal use;
- c. Committing a crime or damaging property;
- d. Dereliction of job duties;
- e. Other actions which, in the opinion of the Festival, expose the Festival to unreasonable risk.

Staff is required to work in accordance with their given schedule. PLEASE NOTE THAT THE SCHEDULE IS TENTATIVE. ALSO NOTE THAT YOU ARE NOT TO LEAVE ANY POSITION UNTIL YOUR IMMEDIATE SUPERVISOR CLEARS YOU. UPON LEAVING ANY POSITION, YOU MUST STOP BY THE OFFICE TO DETERMINE THE NEXT TIME YOU ARE SCHEDULED TO WORK. As needs change throughout the weekend, all staff are on call when not working. Although we do expect staff to enjoy themselves while not working, please be responsible as you may be needed in an emergency.

Check in at the office 20 minutes before the start your scheduled shifts. This will allow enough time for the Quartermaster to assign you a radio and/or cart if you are to receive one. You will be required to sign the respective paperwork for these items. Please be prepared to be in position at the start of your scheduled shift. Do not be late!

At the conclusion of each shift, report back to the Office to check out, return your radio and cart and to complete any necessary incident reports.



## ***SERVICE and ASSISTANCE DOG POLICY***

String Summit shall allow the presence of bonafide service dogs which are trained to perform a specific task for a person with a qualified disability. All service dogs must be registered at the Production Office and tagged with a String Summit service animal tag. Owners are required to leash or harness dogs at all times. Owners are responsible to carry waste bags and pick up and dispose of all waste immediately. Animals that are out of control may be removed.

String Summit may deny access to animals for persons who are not disabled, or which are not trained to perform a task for a person with a disability. Individuals asking for comfort dogs would not be qualified as assistance animals for a disabled person.

When it is not obvious what service an animal provides, only limited inquiries are allowed. Staff may ask two questions: (1) is the dog a service animal required because of a disability, and (2) what work or task has the dog been trained to perform. Staff cannot ask about the person's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task

Relevant parts of the statute and case law follow.

**ADA: Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities.** Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

ORS 659A.100(1)(a) identifies a "disabled person" as someone having an impairment that "substantially limits" a major life activity. ORS 659A.100(2)(d) goes on to define the term "substantially limits" to mean:

"(A) The impairment *renders the individual unable to perform a major life activity* that the average person in the general population can perform; or

"(B) The impairment *significantly restricts the condition, manner or duration under which an individual can perform a particular major life activity* as compared to the condition, manner or duration under which the average person in the general population can perform the same major life activity."

The statutory [definition](#) of "substantially limits" makes clear that determining the applicability of Oregon's [disability](#) law requires an individualized assessment. In other words, the statutory scheme requires a determination whether the identified impairment "renders" an [individual](#) unable to perform a major life activity or significantly restricts the condition, manner, or duration under which that major life activity can be performed. In our view, that means that the legislature did not intend to categorize an impairment as substantially limiting if, for example, medication could ameliorate the effects of impairment such that the individual would be capable of performing the otherwise affected major life activity. Washburn v. Columbia Forest Products,

Inc. Supreme Court of Oregon. May 4, 2006 340 Or. 469 134 P.3d 161 659A.143 Assistance animals. (1) As used in this section:

(a) "Assistance animal" means a dog or other animal designated by administrative rule that has been individually trained to do work or perform tasks for the benefit of an individual.

(2) A place of public accommodation may not:

(a) Ask an individual about the nature or extent of a disability that the individual has or may have;

(b) Require an individual to provide documentation proving that an animal is an assistance animal or an assistance animal trainee; ...

...

(3) A place of public accommodation ... may:

(a) Ask whether an animal is required due to a disability; and

(b) Ask about the nature of the work or task that an animal is trained to do or perform ... unless it is readily apparent that the animal performs or is being trained to perform work or a task for the benefit of a person with a disability.

...

(5) A person with a disability or an assistance animal trainer must maintain control of an assistance animal or assistance animal trainee. Except as provided in this subsection, control shall be exerted by means of a harness, leash or other tether.

.....More On Next Page

***WEATHER! FORCE MAJEURE:*** The festival management staff may declare an alert (and specify an Alert Level) based on observed or anticipated weather conditions. All management staff will first be notified (and each management staff member will acknowledge receipt of the alert notification) and then certain management staff will be instructed to notify the staff and patrons.

Senior Festival Management, when necessary, will declare an Alert Level based on actual or anticipated weather conditions. No one else is authorized to issue an official Alert. All supervisors will be notified. Each supervisor will acknowledge receipt of the Alert notification. Under all Alert conditions, each supervisor will determine what measures to take to protect materials, supplies and equipment from damage. Other than the specific departmental actions that are directed below, each supervisor will be responsible for determining what adjustments in their normal course of operations must occur.

Alert Level 1: Light wind and/or rain, present or impending.

- All personnel remain at assigned positions.
- Prepare for possibility of worsening conditions.
- Secure loose materials
- Protect materials that may be damaged by rain.
- Prepare staff for possibility of increased alert status.
- Assist patrons with special needs as necessary.

Alert Level 2: Moderate wind with moderate to heavy rain

- All personnel remain at assigned posts.
- Prepare for possibility of worsening conditions.

Production

- 1) Secure all gear from rain and wind. Tie down everything. Have the act make an announcement.

Medical

- 1) Begin preparations for emergency status ready.

Alert Level 3: Heavy wind and/or rain.

- All personnel remain at assigned posts, except as noted below.
- Prepare for possibility of worsening conditions.

Operations

- 1) Activate all on-site portable lighting towers.
- 2) Disperse all available crew to Amphitheatre, parking areas

Production

- 1) Stop show
- 2) Use PA to announce to Audience asking for their help.

## Security

- 1) Prepare for exiting traffic from parking lots.
- 2) Restrict outside traffic on to site to vehicles with passes only.
- 3) Venue teams encourage all patrons to exit theater area.

## Medical

- 4) 1) Call for ambulance stand-by.

## Alert Level 4: Severe weather - dangerous wind and/or lightning.

Amphitheatre area is evacuated. Event Manager will meet at the Office with the following supervisors.

Venue Manager: Bob Horning

Operations –Patrick Balduchi

Security- CMS/ESO/Mathew Snyder

Medical- Nathan Greene, Jeff Sutton

Volunteer/Parking Coordinators- Mike Buck, Jason Solomon

Production Manager- Mike Taylor,

String Summit LLC- Gregg Friedman, Skye McDonald

## Office

- 1) Inform Supervisors of any particularly extenuating circumstances, i.e.: gale force winds, on-site lightning strikes, etc.

Respond to any reports of site damage or equipment failure.

## Production

- 1) Announce evacuation of property on main PA systems. Then shut down all power.

## Security

- 1) Direct exiting traffic from parking lots. Close site to all incoming traffic, except for emergency vehicles. Execute venue sweep.

## Event Staff

- 1) Venue staff directs all patrons to exit property;

## Vending Staff

- 1) Cease ALL vending sales activity immediately. Direct vendors to evacuate; All staff must be aware of the potential for evacuations without notice.

# HORNING'S HIDEOUT RULES

These rules are for your health, safety or as a result of Federal/Oregon Law. Please help us to keep our ability to host these kinds of events by respecting each of our rules and each other.

## Not allowed:

- Non Event Alcohol (Oregon Liquor Control Commission) – The venue is licensed for the sale of alcohol and the OLCC strictly enforces its rules.
- Illicit Drug Use or Sales (Federal/Oregon law)
- Campfires or open flame devices (USFS) – Fire season in a forested canyon. Please cook by propane only.
- Fireworks (USFS) – Again, fire season in a forested canyon.
- Unauthorized Vending
- Car camping (mixing moving cars and tents, especially at night can get messy and deadly)
- Dogs (except for living assist dogs, and for them, please check with us for a special dog tag so you won't be hassled by our crew)
- Weapons
- Nitrous Oxide
- Bad attitudes

Breaking these rules may result in your wristband being cut and you being escorted off the property or worse.

## Please, to help out the event and the planet:

- Recycle
- Take all garbage to the giant garbage containers located near your campground (it helps us maintain a clean and safe environment for you)
- Have Fun!! Here at Horning's we work very hard so you can have a truly memorable event, something that you will always remember with a smile in your heart. That's what this place is all about, so please, enjoy!

# THANK YOU!!!

# NWSS 2022 Incident Report Form

Name: \_\_\_\_\_ Address/email/phone: \_\_\_\_\_

\_\_\_\_\_

Details of incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date/Time: \_\_\_\_\_

Name of subject: \_\_\_\_\_

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

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

Subject's Home phone #: \_\_\_\_\_ Work phone #: \_\_\_\_\_

Location of incident: \_\_\_\_\_

Weather Condition: \_\_\_\_\_

Did Security and Medical Crews respond? \_\_\_\_\_

Description of any injuries: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sent to hospital: \_\_\_\_\_ If yes, which Hospital: \_\_\_\_\_

Was a Sheriff report taken? \_\_\_\_\_ If yes, report number: \_\_\_\_\_

Officers Name: \_\_\_\_\_ Department: \_\_\_\_\_

Witnesses:

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

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

Home Phone: \_\_\_\_\_ Comments: \_\_\_\_\_

Report completed by: \_\_\_\_\_

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

Reviewed by Event Manager : ( sign and date)

**INDEPENDENT CONTRACTOR AGREEMENT**

The undersigned Sub-Contractor is an independent contractor and is not an employee of String Summit, LLC. I have read the String Summit Policy and Procedures Manual and am familiar with its terms. I shall, upon request, execute IRS form W-9 and shall be issued an IRS form 1099 if total taxable income equals or exceeds \$600.00. Contractor may require sub-contractor to work exclusively for contractor, but only for the term of this particular job.

**WAIVER OF WORKMAN'S COMPENSATION AND UNEMPLOYMENT INSURANCE**

Sub-Contractor shall maintain its own health or worker's compensation insurance, as it deems necessary, and **waives all claims against Contractor for injuries incurred while working on the job unless directly caused by Contractor's negligence. Sub-Contractor is obligated to pay state and federal income tax and to file its own tax returns. Contractor shall not withhold taxes from any wages paid.**

Sub-Contractor agrees to indemnify and hold Contractor harmless for any and all damages arising out of this agreement regarding the performance of sub-contractor's duties **and directly caused by** sub-contractor's negligence, including, but not limited to, injuries or claims arising from Sub-contractor's use of Contractor's golf carts.

Disputes under this agreement shall first be referred to mediation. If any claim pursuant to this agreement goes to litigation, the prevailing party shall be entitled to a judgment to include reasonable attorney's fees, costs and interest.

This Agreement shall be under the laws of the State of Colorado, with venue in Boulder County.

\_\_\_\_\_  
Contractor- String Summit, LLC.

\_\_\_\_\_  
Sub- Contractor- signature

\_\_\_\_\_  
Printed name and address



## 2022 String Summit Golf Cart Use Agreement and Waiver

The undersigned Driver, in consideration of being permitted to use a golf cart ("Cart") during the Northwest String Summit, ("NWSS"), having reviewed the applicable rules and regulations, agrees as follows:

Driver agrees to return the cart in the same condition as when received. Driver agrees to abide by all of the Rules and Regulations stated.

Assumption of Risks: Use and control of a golf cart, by its very nature, carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another, from one location to another, from one individual to another, but the risks of driving, riding or using a golf cart range from minor injuries to major and catastrophic injuries including paralysis and death. I understand and agree that it is my responsibility to assess the hazards presented by my use of the Cart and further agree that I am the ultimate judge as to whether I can use the Cart without risk of harm to myself and others.

Indemnification and Hold Harmless: Driver agrees to DEFEND, INDEMNIFY AND HOLD HARMLESS STRING SUMMIT, LLC., its members, officers, employees and agents, from and against any and all claims, demands, actions or causes of actions, for costs, attorney's fees, expenses or damages of any kind which may result from use of the Cart.

Waiver of claims: Driver expressly waives all claims against String Summit for any damages, injuries, losses, or other instances related to use or operation of the cart including those caused by mechanical failure or physical condition of cart.

Driver agrees to immediately refrain from further operation of any cart which he or she deems dangerous, in need of repair or unsafe to drive and to report such to the quartermaster.

Severability: The undersigned further expressly agrees that the foregoing waiver and assumption of risk is intended to be as broad and inclusive as is permitted by the law of the State of Colorado and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Users: I understand and agree that only adults twenty-one (21) years of age or older that sign this agreement and hold a valid state Driver's License shall be allowed to operate the Cart. Furthermore, I understand that I must observe all state and local traffic laws.

Acknowledgment of Understanding: I have read this waiver of liability, assumption of risk, and indemnity agreement, fully understand its terms, and understand that I am giving up substantial rights, including my right to make claims against String Summit, its members, officers, employees and agents. I also understand that this agreement binds my heirs, executors, personal representatives, attorneys-of-law, attorneys-in-fact, administrators and assigns, as well as myself. I acknowledge that I am signing the agreement freely and voluntarily, and intend by my signature to be a complete and unconditional release of all liability to the greatest extent allowed

by law. I hereby assert that my use of the Cart is voluntary and that I knowingly assume all such risks incident to using said Cart. I agree and understand that use of the cart is solely for my benefit, is not a job requirement, and that I can fully perform my job without the use of a cart.

FURTHERMORE, I REPRESENT THAT I AM FAMILIAR WITH THE OPERATION AND USE OF A GOLF CART, THAT I HAVE READ THE RULES AND INSTRUCTIONS CONTAINED HEREIN, AND THAT I AM CAPABLE OF OPERATING THE GOLF CART SAFELY AND IN ACCORDANCE WITH THESE RULES AND INSTRUCTIONS.

## **RULES AND REGULATIONS**

1. All cart operators **MUST** have a valid driver's license and proof of insurance.
2. Golf Carts shall be operated in a manner that is safe to passengers, pedestrians, wildlife, and property – pedestrians and peacocks have the right of way.
3. Do not lend the cart to any unauthorized person.
4. Passengers are not permitted to ride in the back of box carts or dump carts.
5. Park the golf cart on level and steady ground.
6. Do not remove the golf cart from the Horning's Hideout property.
7. Note that the car has forward, reverse and neutral gears. When in reverse, you should hear a buzzing sound.
8. Take the key out of the cart when not in use and use lock provided.
9. Contact the festival office, with any questions about the operation of the golf cart.
10. There will be a monetary charge for a missing key that is not returned or any damaged or lost golf carts.
11. No tampering with the mechanics of any golf cart, including but not limited to alteration of the speed governor.
12. Be mindful of the amount of dust your cart is kicking up. Drive slowly at all times.
13. At night drivers must have either a headlight, flashlight affixed to the front of a cart, or a working headlamp.
14. Driving a golf cart while impaired to the slightest degree by drugs or alcohol is impermissible and may result in immediate termination.
15. Driving carelessly, failing to yield to pedestrians and/or peacocks, may also result in immediate termination.

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Signature of Driver

Printed Name/Date

(affix copy of driver's license)

