

# SALEM'S HAUNTED BARN 2011

## Contact information

Salem's Haunted Barn

5411 Hackman Rd

Capac, MI 48014

Office phone: 810-395-7100 email: [salemshaunts@gmail.com](mailto:salemshaunts@gmail.com)

We will be accepting these applications August 1<sup>st</sup> through September 9<sup>th</sup>.

Please call for your interview; you will turn in your filled out application on that day.

Actor Training dates are September 2<sup>nd</sup> at 6pm, September 3<sup>rd</sup> at 3pm and 7pm, September 9<sup>th</sup> at 3pm and 7pm, and September 10<sup>th</sup> at 5pm. Set up the actor training date you will attend at your interview.

There is a mandatory run thru for everyone on September 17<sup>th</sup>; time will be distributed on Actor training dates.

Please "X" the dates you are available to work on the last sheet of this application, you are expected to work these dates. You will receive a copy of your dates you marked available at the end of your interview.

## Time In/ Out Process

### Beginning of the night

- 1) You will need to clock in at the ticket booth between 6:00 and 6:30pm. Someone will clock you in and they will inform you of which area you are working that night. **\*\*Need to come early for make-up\*\***
- 2) Go see the manager of area you are working in that night to find out your placement.
- 3) Go to makeup/costume area to get ready for that night.
- 4) Be ready for your meeting at 7:30 pm

### End of night

- 1) Wait for manager dismissal and then return your costume.
- 2) Once you are clear for costume returning, you must clock out and leave for that night.

# SALEM'S HAUNTED BARN 2011

Name

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last* *First* *M.I.*

## General Rules (please initial all rules)

- \_\_\_ 1) Need to clock in/out (or you will not get paid for that night)
- \_\_\_ 2) No running through or around the maze areas (You will be sent home)
- \_\_\_ 3) No leaving the event and returning
- \_\_\_ 4) No smoking in the maze areas (barn and field included)
- \_\_\_ 5) No underage smoking
- \_\_\_ 6) No drugs or alcohol allowed on property (or you will be fired)
- \_\_\_ 7) Do not arrive under the influence of drugs or alcohol
- \_\_\_ 8) Food will not be supplied (bring or buy your own food/drink)
- \_\_\_ 9) Clean the food/drinks in your area
- \_\_\_ 10) Need to clean up after yourself (inside/outside or everyone gets a pay dock for that night)
- \_\_\_ 11) Clock in is from 6:30pm-7pm, clock in between these times or you will be considered late
- \_\_\_ 12) There will be a meeting at 7:30 pm, need to be in full costume and makeup
- \_\_\_ 13) Need to be in place at 7:45pm or you will be considered late
- \_\_\_ 14) Need to get in place when a customer drives in (no complaining)
- \_\_\_ 15) Cell phones must be off during operating hours unless on break
- \_\_\_ 16) Do not start dating, fraternizing, sexual relations, or public displays of affection during the season
- \_\_\_ 17) All costumes/props must be returned how received, you will be held responsible for these items
- \_\_\_ 18) No changing spots without permission (and is left to the discretion of the managers)
- \_\_\_ 19) If riding or going through any mazes, you cannot say workers names because it ruins the scare for others
- \_\_\_ 20) You are expected to work the days you provide
- \_\_\_ 21) Assume you are working every night you provide available unless you receive a call from us.

8/3/2011

# SALEM'S HAUNTED BARN 2011

## Barn Rules (in addition to the General Rules)

- \_\_\_ 1) When the lights are off, you need to be in your spot and in character
- \_\_\_ 2) No smoking in the maze area
- \_\_\_ 3) Do not leave your spot at the end of the night until manager dismissal
- \_\_\_ 4) No yelling or talking (unless its character banter) while customers are in the maze area
- \_\_\_ 5) No congregating must be within 1 room of your own
- \_\_\_ 6) The meeting area is in the back barn, there is no congregating in the actor hallway or rooms
- \_\_\_ 7) If you break something personally (or see something broken), you are responsible for telling a manager so it can be fixed

## Field Rules (in addition to the General Rules)

- \_\_\_ 1) No riding the hay wagon (unless scaring and only for a short period of time)
- \_\_\_ 2) Actors do not group together/congregate
- \_\_\_ 3) Cannot jump on the wagon unless properly trained (for safety reasons)
- \_\_\_ 4) No smoking
- \_\_\_ 5) Drinks only allowed in field (clean up after yourself)

## POLICIES

- \_\_\_ 1) 1<sup>st</sup> time late with no call, you will be deducted ½ your pay for that night
- \_\_\_ 2) 2<sup>nd</sup> time late with no call, you will be fired
- \_\_\_ 3) No Call No Show, you're fired
- \_\_\_ 4) 1<sup>st</sup> time breaking a rule, it will be written in your personal notes and will effect your pay
- \_\_\_ 5) 2<sup>nd</sup> time breaking a rule, it will be written in your notes and it may result in the dismissal of your employment

# SALEM'S HAUNTED BARN 2011

## WORKER'S RELEASE OF LIABILITY AND DAMAGE WAIVER

I, \_\_\_\_\_, will participate in the Salem's Haunted Barn from the acceptance of my employment until November 5<sup>th</sup>, 2011. My volunteer duties consist of attending actor training and safety meetings, acting in appropriate areas, monitoring guests for safety violations, and at times escorting guests to the appropriate exit. I understand that I must work the days I provide as available unless the proper action is taken to not work any given night. As an event volunteer, I understand that Management must be notified of all incidents relating to guest problems, equipment failure, and safety violations

As a volunteer, I understand that my actions, both good and bad, are viewed by the public and directly affiliate me with Salem's Haunted Barn and their sponsors. I understand that if my actions are deemed inappropriate, my volunteer duties will be cancelled and that I will be removed from the event without warning.

I do not hold Schultz Farm and/or affiliates of this event responsible for damage or loss of property, and/or injury or death to myself while participating in Salem's Haunted Barn. I fully acknowledge the risks of participating in this event and hereby forfeit my right to penalty, lawsuit, and/or legal action against stated parties

Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent if under 18 years of age

Signature \_\_\_\_\_ Date \_\_\_\_\_

Management \_\_\_\_\_ Date \_\_\_\_\_

# SALEM'S HAUNTED BARN 2011

## Applicant Information

Full Name: \_\_\_\_\_ BIRTH Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address SS# Height

City State ZIP Code

Phone: (    )                      Cell Phone: (    )

E-mail Address: \_\_\_\_\_

## Events (place "X")

Set-Up	Tear Down		Barn	Hayride	Walk	Corn Maze	Kids Area		Parking/Tickets
--------	-----------	--	------	---------	------	-----------	-----------	--	-----------------

**Disclaimer:**

- We will take into consideration what you'd like, but if you are needed in another area for a night, we will have to place you there.
- if you have any particular issues, please see your manager for that night.

## Emergency Information

Full Name: \_\_\_\_\_ Phone: (    )  
Last First

Full Name: \_\_\_\_\_ Phone: (    )  
Last First

## Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Parent  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Medical

---

## Office Use Only (Circle one)

Acting Skills	1	2	3	4	5	6	7	8	9	10	
Reliability	1	2	3	4	5	6	7	8	9	10	_____
Attitude	1	2	3	4	5	6	7	8	9	10	_____
Responsibility	1	2	3	4	5	6	7	8	9	10	_____

# SALEM'S HAUNTED BARN 2011

## Days Opened

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

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

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

**Availability (place X when you can work) or Leave blank**

September-11						
SUN	MON	TUE	WED	THURS	FRI	SAT
				1	2	3
4	5 <b>PARADE</b>	6	7	8	9	10
11 <b>PARADE</b>	12	13	14	15	16	17
18	19	20	21	22	23 OPEN	24 OPEN
25	26	27	28	29	30 OPEN	

October-11						
SUN	MON	TUE	WED	THURS	FRI	SAT
						1 OPEN
2	3	4	5	6	7 OPEN	8 OPEN
9	10	11	12	13	14 OPEN	15 OPEN
16	17	18	19	20 OPEN	21 OPEN	22 OPEN
23 OPEN	24	25	26	27	28 OPEN	29 OPEN

November-11						
SUN	MON	TUE	WED	THURS	FRI	SAT
30 OPEN	31	1	2	3	4	5
6	7	8	9	10	11	12

Employee  
Signature: \_\_\_\_\_

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

Parent  
Signature: \_\_\_\_\_

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

Required if under 18

**Working Hours will be 6:30pm to closing Fri & Sat, 5:30pm to 10:30pm Thur & Sun**

8/3/2011