

Mickefield Community Centre

Code of Conduct

1. Introduction

Mickefield Centre is committed to providing a safe, welcoming and respectful environment for all users, visitors, staff, contractors and members of the community.

This Code of Conduct sets out the expected standards of behaviour for anyone using the venue. By hiring or attending the venue, all individuals agree to follow these principles.

Failure to comply with this Code of Conduct may result in removal from the premises, refusal of future bookings, or further action where appropriate.

2. Respectful Behaviour

All users of Mickefield Centre must:

- Treat all visitors, guests, staff, volunteers and contractors with respect and courtesy.
- Behave in a considerate manner at all times.
- Avoid any behaviour that could cause distress, intimidation, harassment or harm to others.
- Respect people regardless of age, gender, disability, race, religion, belief, sexual orientation or background.
- Follow reasonable instructions given by venue representatives.

The venue does not tolerate:

- Aggressive, threatening or abusive behaviour.
- Bullying, harassment or discrimination.
- Violence or threats of violence.
- Damage to property or equipment.
- Excessive noise or disruptive behaviour.

3. Safety Responsibilities

All hirers and visitors must:

- Follow all venue safety instructions and emergency procedures.
- Keep emergency exits, fire routes and access points clear at all times.
- Report any accidents, damage, hazards or concerns to the venue representative.
- Use all equipment and facilities responsibly.

The hirer is responsible for ensuring that their guests and suppliers comply with this Code of Conduct.

4. Alcohol, Smoking and Substance Use

- Smoking and vaping are not permitted inside the building.
 - The use or possession of illegal substances is strictly prohibited.
 - Alcohol may only be consumed where permission has been granted as part of the booking agreement.
 - The hirer is responsible for ensuring that alcohol consumption remains controlled and does not lead to unsafe or unacceptable behaviour.
 - The venue reserves the right to refuse entry or remove anyone who appears intoxicated or whose behaviour presents a risk.
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5. Children and Vulnerable Persons

Where children or vulnerable adults are attending an event:

- The organiser/hirer remains responsible for appropriate supervision.
 - Safeguarding responsibilities must be considered and managed by the organiser.
 - All attendees must behave appropriately and respectfully towards children and vulnerable individuals.
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6. Use of Venue Facilities and Equipment

Mickefield Centre provides tables and chairs for use during bookings.

Users must:

- Take care of all venue property and equipment.
- Return furniture and equipment to the agreed condition and location.
- Not remove venue equipment from the premises.
- Report any damage immediately.

Any damage caused by the hirer, guests or suppliers may result in charges being deducted from the security deposit or invoiced separately.

7. Music, Entertainment and External Suppliers

Where entertainment is provided:

- Any DJ equipment or electrical equipment brought into the venue must be:
 - o PAT tested where applicable.
 - o Safe and fit for purpose.
 - o Operated by a competent person.
- Anyone providing music or entertainment must hold any required licences, including appropriate music licences where applicable.

The hirer is responsible for ensuring entertainment complies with venue requirements and noise restrictions.

8. Cleanliness and Consideration for Others

All users must:

- Keep the venue clean and tidy during their booking.
 - Dispose of rubbish in the designated areas.
 - Leave toilets, kitchen areas and shared facilities in a clean and acceptable condition.
 - Avoid actions that could create unnecessary mess, damage or inconvenience.
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9. Booking Holder Responsibilities

The person making the booking is responsible for:

- Ensuring all guests are aware of this Code of Conduct.
- The behaviour of all attendees, suppliers and contractors.
- Ensuring the venue rules and agreed hire conditions are followed.
- Leaving the venue by the agreed time.

Hire periods may take place between **9:00am and 1:00am**. All attendees, suppliers and guests must leave the venue no later than **1:00am** unless otherwise agreed in writing.

10. Equality and Inclusion

Mickefield Centre aims to provide an inclusive environment where everyone feels safe and welcome.

Discrimination, harassment or exclusionary behaviour of any kind will not be accepted.

11. Reporting Concerns

If you experience or witness behaviour that goes against this Code of Conduct, please report it to the venue management.

All concerns will be treated seriously and handled appropriately.

12. Acceptance

By booking or attending an event at Mickefield Centre, you confirm that you understand and agree to follow this Code of Conduct.

The venue reserves the right to amend these guidelines where necessary to maintain a safe and enjoyable environment for everyone.

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