

Groups using Tamworth Assembly Rooms should please adhere to the following code of conduct at all times:

- The person in charge of the session is to be named.
- All members of the visiting company are to sign in and out. It is the responsibility of the hirer to apply a system that suits them to do this.
- The door code for backstage access is for authorised persons only. It is the responsibility of the person in charge of the booking to ensure this code is distributed to only the cast/crew etc who need it.
- Bookings are made for specific rooms/areas only and communal areas must not be used as "overspill" areas without discussion with the manager. Please note: the venue may be used by other groups and you do not have exclusive use of the venue. If you do use any other areas an additional charge will be made.
- The rooms/areas should be left in the condition in which you found it.
- While cleaning of rooms/areas is included in any hire charge, excessive mess or any damage will be charged back to you in full.
- No hot food is allowed to be eaten inside the auditorium at any point. All food must be consumed back of house in the changing areas provided.
- No glass is allowed inside the auditorium or backstage at any point.
- A responsible adult (over 18) must accompany all children under the age of 16.
- Child regulations must be followed at all times.
- Fire exits and extinguishers must be clear at all times - tables, chairs, other furniture or equipment must not block any emergency exit.
- Extinguishers are not to be used to prop doors open. Fire doors must never be propped open.
- Respect others using the venue – sound travels!
- The hirer is responsible for knowing who/how many people they have in the venue at all times and they must be clearly identifiable.

- The hirer is to inform the Duty Manager on arrival and before they leave the building.
- No smoking, vaping, drugs or alcohol are permitted back stage or in the dressing rooms.
- Cast members/chaperones/responsible adults seen to be under the influence of drugs or alcohol and incapable of carrying out their actions safely, will not be allowed to return to the back stage areas or dressing rooms. They will be prevented from accessing the venue for any future events.
- Cast members (including children) wishing to enter the auditorium to watch any part of the show must have a valid ticket. They must be signed out of backstage and give their ticket stub to an usher or the Duty Manager in line with standard theatre practice. Please note there is a limit of how many artist tickets will be available for each performance.
- The venue has seats for patrons in wheelchairs. Please refer to the Box Office before issuing any tickets to patrons with mobility issues.
- Shows must not commence without clearance from the Duty Manager.

Any incident or accident must be reported to the Duty Manager as soon as possible.

This Code of Conduct forms part of your hire contract and as such should be adhered to at all times. This is for the protection, health and safety of your group, individuals using Tamworth Assembly Rooms' facilities and employees.