

CODE OF CONDUCT FOR HIRERS

Purpose

This Code of Conduct outlines BPAC's expectations for all hirers of the BPAC venue, including their staff, contractors, performers, volunteers, and audience members. Its purpose is to ensure that:

- All people using the venue are treated with dignity and respect.
- BPAC remains a safe, inclusive, and enjoyable environment for the community.
- The reputation of both the hirer and BPAC are protected.

This document is not designed to be exhaustive, but all involved in BPAC events and activities are expected to uphold both the letter and spirit of the Code of Conduct.

Scope

This policy applies to all individuals and groups who hire or use BPAC facilities, including:

- Event organisers.
- Event participants.
- Production companies.
- Performers and creative teams.
- Technical crew and contractors.
- Volunteers engaged by the hirer.
- Audience members under the hirer's supervision.

For the purposes of this policy, this group will be known collectively as 'hirers'.

Principles

Hirers must uphold the following principles while using BPAC facilities:

- Treat all BPAC staff, volunteers, and community members with dignity and courtesy.
- Be fair, considerate, and honest in all dealings with BPAC and others.
- Refrain from any behaviour that may bring BPAC into disrepute.
- Comply with all BPAC policies, venue rules, and lawful instructions from BPAC staff.
- Prioritise safety and ensure activities do not risk the health or wellbeing of any person.
- Use the venue for its intended purpose and respect the space, equipment, and surrounding community.

Alcohol and Drug Use

- Illegal or prohibited drugs must not be consumed on BPAC premises.
- Alcohol consumption is permitted only where approved by BPAC and in compliance with BPAC Liquor License.
- Alcohol use must not affect the safety, comfort, or performance of any person.

- BPAC staff may remove or refuse entry to anyone who appears to be intoxicated or under the influence of an illegal or prohibited drug.

Respectful Behaviour

BPAC will not tolerate discrimination, sexual harassment, and bullying. Hirers must ensure that:

- All individuals involved in their event respect the rights, dignity, and worth of others regardless of gender, sexual orientation, ability, cultural background, religion, or physical or psychological disability.
- A professional and respectful environment is maintained at all times.

Hirers are responsible for managing the behaviour of their staff, performers, contractors, and audience members.

Child Safety

If an event involves children (performers or audience):

- All adults working directly with children must hold a valid Victorian Working with Children Check or provide proof of application.
- Hirers must comply with BPAC's Child Safety and Safeguarding policies.
- Parents and guardians remain responsible for supervising their own children unless otherwise arranged.

Venue Care and Operational Requirements

Hirers must:

- Follow all BPAC instructions regarding bump in, bump out, and equipment handling.
- Report any damage, hazards, or incidents immediately.
- Ensure all areas are left clean, safe, and in good condition.
- Use only approved contractors for technical or specialised work.
- Comply with all fire, emergency, and OH&S procedures.

Social Media Conduct

Hirers must ensure that all public communications relating to their event, including posts made by staff, performers, contractors, volunteers, and associated organisations, uphold the reputation of BPAC. This includes:

- Not misrepresenting BPAC, its staff, its policies, or its role in the event.
- Not using BPAC's name, branding, or venue imagery in a way that is misleading, unauthorised, or implies endorsement where none exists.
- Not posting content that could bring BPAC into disrepute, including defamatory, abusive, discriminatory, or inflammatory material.
- Ensuring that any issues, complaints, or disputes are raised directly with BPAC rather than discussed publicly online.
- Removing or correcting any social media content at BPAC's request if it is deemed harmful, misleading, or inconsistent with this Code of Conduct.

Hirers are responsible for the online behaviour of all individuals associated with their event in relation to BPAC.

Non Compliance

Failure to comply with this Code of Conduct may result in:

- Immediate removal from the venue.
- Cancellation of the hire agreement and/or membership.
- Additional fees for damage or extra cleaning.
- Restrictions on future bookings.

BPAC may take any action necessary to protect the safety and reputation of the organisation.

Grievance Procedure

If a hirer or participant believes they have been discriminated against, bullied, or harassed while at BPAC, they should contact the General Manager or Chair of the Board for confidential assistance. Where resolution is not possible within BPAC, matters may be referred to the Dispute Settlement Centre of Victoria.

Policy Updates

BPAC may amend or update this policy at any time.

Related Documents

- Child Safety Policy.
- Safeguarding Policy.

Policy Authorisation

Approved by: BPAC Board, May 2026

Responsible Person: Chairperson, General Manager

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