	Customer Code of Conduct				
	Date Seen				
	Signature				
CUSTOMER NAME					
ADDITIONAL INFORMATION AND PERSON TO CONTACT IN EMERGENCY					
Person to contact Name	Contact Number				
Important Information or Comments					
information will be kept in strict confidence	fo below, refusal to do so <u>will not</u> preclude you from entry and this <u>in accordance with current GDPR legislation</u> and <u>we do not discriminate</u> is is to allow us to provide the best service to those who need our help.				
OPTIONAL DEMOGRAPHIC INFO:					
DoB: Ethn	icity: Sexual Orientation:				

DATE	EVENT	ACTION	DATE RETURN	LOGGED TEAM PAGE	SIGNED

This document was created July 2019, and has been approved by the Management Committee for specific use by the All Night Café. It is due to be revised on or before July 2019 by the Management Committee.



Guest Code of conduct

The Camberley all night cafe is staffed solely by volunteers with a true heart for people in need, such as the hungry and the homeless and we are supported purely by charitable donations from local people, volunteers and our own fundraising and local businesses.

Please read our code of conduct thoroughly, we insist our customers agree to abide by these guidelines, the rules are simple and we want everyone to enjoy their time with us and to feel safe and secure at all times both as a volunteer and as a customer or first time visitor.

NO DRUGS

Our drugs policy is a **zero tolerance** one. Any drug usage or suspected drug usage, dealing or possession at the cafe and immediate vicinity of the cafe will result in an immediate ban and the police being called.

NO ALCOHOL

The cafe operates a **ZERO tolerance** approach to alcohol being consumed or brought on the premises or customers drinking alcohol of any kind in or near the immediate vicinity of the all night cafe.

NO OFFENSIVE WEAPONS

No offensive weapons may be brought to the cafe or to the immediate vicinity of the cafe. If a weapon is brought or suspected to have been brought to the cafe the police will be called.

NO ANTI SOCIAL BEHAVIOUR

The Camberley all night cafe will not tolerate any form of anti social behaviour whatever form it takes, whether that be threatening another person, shouting, swearing, stealing or making another person feel afraid and vulnerable.

PHOTO

We will require a photograph of you which our volunteers will take on your first visit. This is for Café/volunteer use only. It is imperative that we can clearly identify you.

FAILURE TO MEET THE ABOVE CONDITIONS WILL RESULT IN BEING BANNED FROM THE CAFE

Entry will be refused after 1am when the night shift is in operation Pets are not allowed

The Camberley All Night Cafe is a non-smoking area, please smoke only in designated smoking areas and please ensure all cigarette butts are disposed of in the buckets provided.

<u>PLEASE ONLY SIGN BELOW IF YOU ARE HAPPY TO MEET WITH ALL OF THE ABOVE</u> CONDITIONS

Full Name	Date of Birth
ID	Next of kin contact details