

HASTINGS CONTEMPORARY

Hastings Contemporary Venue Hire Terms and Conditions

These Terms and Conditions apply to all venue hire bookings at Hastings Contemporary. By confirming a booking, the Hirer agrees to be bound by these Terms and Conditions.

Version: 28 April 2026

1. Definitions

In these Terms and Conditions:

“Hastings Contemporary” means Hastings Contemporary, the owner and operator of the venue.

“Hirer” means the individual, company, charity, community group or organisation making the booking.

“Venue” means the hired space or spaces within Hastings Contemporary.

“Booking” means the venue hire request once accepted in writing by Hastings Contemporary.

“Event” means the activity, meeting, workshop, reception or other function for which the Venue is hired.

“Hire Period” means the period booked by the Hirer, including all delivery, set up, preparation, guest arrival, rehearsal, breakdown, clearing and get-out time.

“Gallery opening hours” means 11 am to 5 pm, Wednesday to Sunday plus Bank Holidays unless Hastings Contemporary confirms otherwise in writing.

“Community rate” means the reduced rate that may be offered to registered charities, CICs, schools, colleges, voluntary groups, community groups and other not-for-profit organisations delivering a clear social, educational, cultural or public benefit. Eligibility for the Community rate is at Hastings Contemporary’s discretion.

“Paid exhibition galleries” means the exhibition spaces usually accessed by a paid admission ticket or membership.

2. Booking enquiries and confirmation

2.1 All bookings are subject to availability, gallery programming, operational requirements and approval by Hastings Contemporary.

2.2 Submission of an enquiry form, email request or provisional discussion does not constitute a confirmed booking.

2.3 Once an enquiry has been received, Hastings Contemporary will issue a quotation based on the information provided by the Hirer.

2.4 A minimum charge applies to all bookings. Hastings Contemporary will confirm the applicable minimum charge as part of the quotation.

2.5 A booking is only confirmed once the quotation has been accepted in writing by the Hirer, these Terms and Conditions have been accepted, any requested documentation has been

HASTINGS CONTEMPORARY

provided, and a non-refundable deposit of 10% of the total quoted hire fee has been received by Hastings Contemporary.

2.6 Until all requirements in clause 2.5 have been met, the booking remains an enquiry and Hastings Contemporary is not obliged to hold the date, space or price.

2.7 Hastings Contemporary reserves the right to refuse any booking at its absolute discretion.

3. Hire fees and payment

3.1 Venue hire fees are exclusive of VAT unless otherwise stated.

3.2 Community rates may be available for eligible not-for-profit organisations, charities, schools, colleges, CICs, voluntary groups and organisations delivering a clear social, educational or cultural benefit. Eligibility is at Hastings Contemporary's discretion.

3.3 Discounted rates may be available for larger bookings, including multiple dates, half-day hires and full-day hires. Any discount must be agreed in writing as part of the quotation.

3.4 A non-refundable deposit of 10% of the total hire fee is required to confirm the booking.

3.5 The remaining balance must be paid in full no later than 30 days before the Event date.

3.6 For multiple-date bookings, the full balance must be paid no later than 30 days before the first Event date.

3.7 If a booking is made less than 30 days before the Event date, Hastings Contemporary may require full payment immediately in order to confirm the booking.

3.8 Additional charges may apply, including but not limited to staffing, security, technical support, cleaning, equipment hire, catering, exhibition access, additional set up time, overtime, damage, waste disposal and any other services requested by the Hirer or required by Hastings Contemporary.

3.9 Special rates, additional staffing charges and security charges may apply for bookings outside gallery opening hours, on non-trading days, or where the nature of the Event requires additional supervision.

3.10 Hastings Contemporary reserves the right to withhold access to the Venue if payment has not been received in full by the due date.

3.11 Any additional charges arising during or after the Event, including damage, extra cleaning, overtime, additional staffing or unplanned services, will be invoiced separately and must be paid within 14 days of invoice.

4. Cancellations by the Hirer

4.1 The 10% deposit is non-refundable in all circumstances.

4.2 If the Hirer cancels more than 14 days before the Event, no further charge will apply beyond the non-refundable deposit.

4.3 If the Hirer cancels 14 days or less before the Event, 50% of the total hire fee will be payable.

4.4 If the Hirer cancels 7 days or less before the Event, 100% of the total hire fee will be payable.

HASTINGS CONTEMPORARY

4.5 For multiple-date bookings, cancellation charges will be assessed by reference to the first affected Event date, unless Hastings Contemporary agrees otherwise in writing.

4.6 Any non-recoverable external costs already incurred by Hastings Contemporary on behalf of the Hirer will also be payable in full.

4.7 Any cancellation by the Hirer must be made in writing.

5. Changes to bookings

5.1 Any requested changes to the date, time, numbers, layout, equipment, suppliers, catering or nature of the Event must be made in writing and are subject to approval by Hastings Contemporary.

5.2 Hastings Contemporary will use reasonable endeavours to accommodate changes but cannot guarantee that changes can be made after confirmation.

5.3 Changes may result in revised fees, additional charges or a revised quotation.

5.4 Any material change to the nature, scale, purpose or risk profile of the Event may require the booking to be reviewed and may result in Hastings Contemporary withdrawing approval.

6. Use of the Venue

6.1 The Hirer may only use the specific areas agreed in writing as part of the booking.

6.2 The Hirer and their guests, facilitators, contractors and suppliers must not enter any area of the gallery other than those designated for use during the Event.

6.3 The Hire Period must include all time required for delivery, set up, rehearsal, preparation, guest arrival, clearing, breakdown and collection.

6.4 The Hirer must vacate the Venue by the agreed end time. Additional charges may apply if the Event overruns.

6.5 The Hirer is responsible for ensuring that the Event takes place in an orderly, lawful and respectful manner.

6.6 Hastings Contemporary reserves the right to require the Hirer to reduce noise levels, modify activities, stop an activity, remove items, or end the Event if it is causing disruption, safety concerns, reputational concerns or breach of these Terms and Conditions.

7. Capacities, final numbers and attendee information

7.1 The Hirer must not exceed the maximum capacity set by Hastings Contemporary for the hired space.

7.2 Capacities vary by space and layout and will be confirmed in the quotation or written booking confirmation.

7.3 The Hirer must provide final numbers when requested by Hastings Contemporary.

7.4 A full list of attendees and facilitators must be provided to Hastings Contemporary at least 5 full working days before the Event, unless Hastings Contemporary agrees otherwise in writing.

HASTINGS CONTEMPORARY

7.5 Hastings Contemporary reserves the right to refuse admission to any person not included on the attendee or facilitator list, where a list has been required.

7.6 Hastings Contemporary reserves the right to refuse admission to any person or require any person to leave the premises.

8. Exhibition access

8.1 Full building hire includes access to the paid exhibition galleries, unless otherwise stated in the quotation.

8.2 Learning Studio hire, Meeting Room hire, Twitten Gallery and Courtyard hire, café hire and other partial hire arrangements do not include access to the paid exhibition galleries as standard.

8.3 Access to the paid exhibition galleries for attendees of partial hires may be arranged for an additional fee, subject to availability, staffing and gallery operations.

8.4 If a booking takes place during public gallery opening hours, attendees may view the paid exhibition galleries only if this has been agreed as part of the booking or where normal public access and ticketing arrangements make this possible.

8.5 If the Hirer wishes attendees to visit the paid exhibition galleries on a day or at a time when the gallery is usually closed to the public, Hastings Contemporary must be notified at least one month in advance. Additional staffing and access charges are likely to apply.

8.6 No food or drink may be taken into the paid exhibition galleries or any other area where Hastings Contemporary prohibits food and drink.

9. Staffing and supervision

9.1 Hastings Contemporary will determine the level of staffing required for each booking.

9.2 The Hirer must comply with all instructions given by Hastings Contemporary staff, duty managers, security staff, technicians and authorised representatives.

9.3 Where children, young people or adults at risk of harm are present, the Hirer must ensure appropriate supervision at all times and must comply with all relevant safeguarding and legal requirements.

9.4 Hastings Contemporary reserves the right to require additional staff or security personnel at the Hirer's expense where reasonably necessary.

9.5 The Hirer is responsible for ensuring that any facilitators, contractors, suppliers, performers, speakers or volunteers connected with the Event are properly briefed, supervised and competent for their role.

10. Health and safety

10.1 The Hirer is responsible for ensuring that all activities carried out as part of the Event are safe, lawful and suitable for the intended participants.

HASTINGS CONTEMPORARY

10.2 A risk assessment may be required for the Event. Hastings Contemporary will confirm whether this is required based on the nature, scale and risk profile of the booking.

10.3 The Hirer must provide, on request, appropriate risk assessments, method statements, public liability insurance documents, safeguarding information, licences, PAT certificates and any other documentation reasonably required by Hastings Contemporary.

10.4 The Hirer must comply with all health and safety legislation, fire regulations, licensing requirements and reasonable instructions issued by Hastings Contemporary.

10.5 All electrical equipment brought onto the premises by the Hirer, guests, facilitators, contractors or suppliers must be safe, suitable for use and PAT tested where required. Hastings Contemporary may refuse the use of any electrical item it considers unsafe, unsuitable or inadequately documented.

10.6 Smoking and vaping are prohibited inside the gallery building, on the café terrace and in the courtyard.

10.7 Open flames, candles, incense, smoke machines, pyrotechnics, fireworks, helium balloons, confetti, glitter, aerosol sprays, live animals and other high-risk or potentially damaging items are not permitted unless expressly agreed in writing in advance.

10.8 Fire exits, circulation routes, entrances, stairways, lifts and access points must remain clear at all times.

10.9 The Hirer must immediately report any accident, incident, damage, spill, hazard or near miss to a member of Hastings Contemporary staff.

11. Behaviour and conduct

11.1 Hastings Contemporary has a zero-tolerance policy regarding illegal activity, vandalism, discrimination, harassment, threatening behaviour, abusive behaviour or conduct that places staff, volunteers, visitors or guests at risk.

11.2 Illegal activity will be reported to the police or other relevant authority.

11.3 Hastings Contemporary may require any person behaving inappropriately to leave immediately. No refund will be given in such circumstances.

11.4 The Hirer is responsible for the conduct of all guests, facilitators, contractors, suppliers, performers, speakers, volunteers and attendees connected with the Event.

12. Prohibited and restricted events

12.1 Hastings Contemporary reserves the right not to accept bookings for events that are inconsistent with its charitable purpose, public role, values, visitor experience or operational requirements.

12.2 This includes, but is not limited to, third party art exhibitions; events involving discriminatory, hateful, harassing or harmful content; events involving high-risk activities or special effects; events likely to disrupt public access, visitor experience or gallery operations; or events that could

HASTINGS CONTEMPORARY

imply endorsement of a cause, company, campaign or individual that is at odds with Hastings Contemporary's charitable aims.

12.3 Hastings Contemporary may consider certain restricted event types on a case-by-case basis where there is a clear strategic, cultural, educational or community benefit.

13. Catering and alcohol

13.1 Simple tea and coffee may be provided in the Learning Studio at an additional cost, subject to availability and agreement in advance.

13.2 Other catering options may be available by prior arrangement.

13.3 No external catering or alcohol may be brought onto the premises without prior written agreement from Hastings Contemporary.

13.4 If alcohol is to be served, all arrangements must comply with Hastings Contemporary's licensing requirements and any instructions given by staff.

13.5 Food and drink may only be consumed in the areas approved by Hastings Contemporary.

13.6 Food and drink cannot be taken into the paid exhibition galleries.

14. Deliveries, collections and storage

14.1 Hastings Contemporary is unable to store equipment, materials, supplies or personal belongings before or after the Event unless expressly agreed in writing.

14.2 All deliveries and collections must be agreed with Hastings Contemporary at least two weeks before the Event, unless Hastings Contemporary agrees otherwise in writing.

14.3 The Hirer must ensure that all items brought onto the premises are removed promptly at the end of the Hire Period, unless otherwise agreed.

14.4 Any items left behind may be removed, stored or disposed of by Hastings Contemporary at the Hirer's expense.

15. Parking and access

15.1 There is no parking available on site.

15.2 The Hirer is responsible for informing guests, facilitators, suppliers and contractors of local parking and access arrangements.

15.3 Any loading, unloading or vehicle access requirements must be agreed in advance.

16. Accessibility

16.1 Hastings Contemporary has a lift between the ground and first floor spaces.

16.2 An accessible toilet is available on the ground floor.

16.3 Baby changing facilities are available on the first floor.

16.4 Assistance dogs are welcome. Other dogs are not permitted in the gallery.

HASTINGS CONTEMPORARY

16.5 The Hirer should notify Hastings Contemporary in advance of any specific access requirements so that reasonable adjustments can be discussed.

17. Decorations, equipment and alterations

17.1 No decorations, signage, displays, furniture, equipment or other items may be installed without prior written approval.

17.2 Nothing may be attached to walls, floors, ceilings, doors, glass or fixtures using nails, screws, pins, tape, adhesive or any fixing that could mark or damage the building.

17.3 The Hirer must not make any alteration to the Venue.

17.4 The Hirer must not move, handle, touch or interfere with artworks, barriers, AV equipment, gallery furniture or fixtures unless expressly authorised by Hastings Contemporary.

17.5 Hastings Contemporary reserves the right to remove any item that it considers unsafe, inappropriate, excessive or potentially damaging.

18. Damage and cleaning

18.1 The Hirer is responsible for any loss, damage or excessive cleaning arising from the Event caused by the Hirer, guests, facilitators, contractors or suppliers.

18.2 The hired space must be left in the condition in which it was found.

18.3 The Hirer must clear and tidy the Learning Studio or other hired space after use.

18.4 Additional cleaning, waste disposal, repair or reinstatement costs will be charged to the Hirer.

19. Insurance and liability

19.1 The Hirer is responsible for arranging appropriate insurance cover for the Event where required, including public liability insurance.

19.2 Hastings Contemporary may require evidence of insurance before confirming or allowing the Event to proceed.

19.3 Hastings Contemporary accepts no responsibility for loss of or damage to equipment, materials, vehicles, stock, property or personal belongings brought onto the premises by the Hirer, guests, facilitators, contractors or suppliers.

19.4 The Hirer shall indemnify Hastings Contemporary against all claims, losses, damages, costs and expenses arising from the Hirer's use of the Venue, except where caused by the negligence of Hastings Contemporary.

19.5 Nothing in these Terms and Conditions excludes or limits liability for death or personal injury caused by negligence, fraud, or any other liability that cannot lawfully be excluded.

HASTINGS CONTEMPORARY

20. Contractors, suppliers and facilitators

20.1 Any external contractor, entertainer, technician, caterer, facilitator, performer, speaker or supplier engaged by the Hirer must be approved in advance by Hastings Contemporary.

20.2 Hastings Contemporary may require copies of insurance, risk assessments, licences, PAT certificates, safeguarding information and method statements for any contractor, supplier or facilitator.

20.3 Contractors, suppliers and facilitators must comply with all venue rules and instructions.

20.4 The Hirer is responsible for ensuring that contractors, suppliers and facilitators arrive, set up, operate and leave within the agreed Hire Period.

21. Photography, filming, branding and publicity

21.1 Any professional photography, filming, recording or live streaming must be agreed in writing in advance.

21.2 The Hirer must not use Hastings Contemporary's name, logo, images, building image, brand, staff names or association with the gallery in any publicity, marketing, press release, advertisement, social media post, printed material or other promotional material without prior written approval from Hastings Contemporary.

21.3 No booking may be promoted in a way that suggests Hastings Contemporary endorsement, sponsorship, partnership or support unless this has been expressly agreed in writing.

21.4 Hastings Contemporary may refuse or require the removal of any branding, signage or promotional activity it considers inappropriate, inaccurate, excessive or inconsistent with its charitable purpose, reputation or values.

21.5 The Hirer is responsible for obtaining any necessary consents from attendees in relation to photography, filming, recording or live streaming.

21.6 Photography and filming of artworks may be restricted and must comply with any instructions given by Hastings Contemporary.

22. Safeguarding and compliance

22.1 The Hirer must comply with Hastings Contemporary's safeguarding policy where applicable.

22.2 Where the Event involves children, young people or adults at risk of harm, the Hirer must ensure that appropriate safeguarding measures are in place, including trained staff where required.

22.3 Hastings Contemporary may require safeguarding information, policies, DBS information or other relevant documentation before allowing the Event to proceed.

22.4 Company policies can be viewed at: www.hastingscontemporary.org/our-policies

HASTINGS CONTEMPORARY

23. Data protection

23.1 Where the Hirer provides attendee names or other personal data to Hastings Contemporary, the Hirer confirms that it has the lawful right to do so.

23.2 Personal data will be handled in accordance with applicable data protection law and Hastings Contemporary's privacy practices.

23.3 The Hirer must not use any personal data obtained through the Event for any purpose that is unlawful or inconsistent with the consents given by attendees.

24. Force majeure

24.1 Hastings Contemporary shall not be liable for failure to perform its obligations where such failure is due to events beyond its reasonable control, including but not limited to severe weather, industrial dispute, pandemic, government restrictions, utility failure, damage to the premises, safety incident, security incident, or any emergency affecting the safe operation of the Venue.

24.2 In such circumstances, Hastings Contemporary will use reasonable endeavours to rearrange the booking, but this may not always be possible.

25. Cancellation by Hastings Contemporary

25.1 Hastings Contemporary reserves the right to cancel a booking where the Hirer breaches these Terms and Conditions; payment is not made when due; the Event differs materially from that described at the time of booking; required documentation is not provided; Hastings Contemporary reasonably believes the Event may pose a risk to safety, security, reputation, the building, collections, staff, volunteers or visitors; or circumstances beyond Hastings Contemporary's control make the booking impossible or inadvisable.

25.2 Where Hastings Contemporary cancels a booking because circumstances beyond its control make the booking impossible or inadvisable, liability will be limited to refund of sums paid for the booking, excluding any external or consequential costs incurred by the Hirer.

25.3 Where Hastings Contemporary cancels a booking because the Hirer has breached these Terms and Conditions, failed to pay, failed to provide required documentation, or materially changed the nature of the Event, Hastings Contemporary may retain sums paid and may recover any additional costs incurred.

26. General

26.1 These Terms and Conditions, together with the quotation and any written confirmation from Hastings Contemporary, constitute the entire agreement between the parties.

26.2 No variation to these Terms and Conditions shall be valid unless agreed in writing by Hastings Contemporary.

26.3 If any provision of these Terms and Conditions is found to be unenforceable, the remainder shall continue in full force and effect.

HASTINGS CONTEMPORARY

26.4 These Terms and Conditions shall be governed by and construed in accordance with the law of England and Wales.

26.5 The courts of England and Wales shall have exclusive jurisdiction in relation to any dispute arising from these Terms and Conditions.