



a place of christian growth and discipleship

Booking Form

Date(s) of event							
Time of event (for delegates)	From:	To:	Access times (including 'set up' time)		From:	To:	
Expected number of delegates (approx.)							
Title of meeting/event							
Contact person							
Name of organization							
Address							
Telephone/fax							
E-mail							
Rooms required (please tick) (note: stated capacity for AMH and the Chapel excludes tables)	Agnes Mason Hall (120)	Bishop Kemp Seminar Room (8)	Holmhurst Seminar Room (14)	Baldslow Seminar Room (10)	Chichester Seminar Room (10)	Chapel Training Room (39)	Kitchen
Room layout (please tick)	Theatre (seats only)		Lecture (tables in a semi-circle)	Boardroom (large central table)		Other	
Equipment	Flipchart	OHP	Powerpoint (projector only)	TV & VCR/DVD	Whiteboard	Wi-Fi	
Special requirements (e.g. disabled parking or hearing loop)							
Date booking made				Food to be eaten? (Not supplied by the magnet .)			
Booked by (if different from contact above)				Charge			
Invoice Address If different from above							
Order Number: (if applicable)				Charity Number: (if applicable)			

For office use only

Booking/Invoice number	MA	Invoice amount	£
Date sent	1 Christ Church Courtyard, London Road, Brighton	Date paid	10 Richards-on-Sea, East Sussex TN37 6GL

Please return to 'the magnet' (booking) at the address below
(01323) 431489 - themagnet@hiscconnect.com

1 Christ Church Courtyard, London Road, St Leonards-on-Sea, East Sussex TN37 6GL
(01424) 431489 themagnet@btconnect.com

the magnet is a project of the Mother Agnes Trust (charity no.1061968)
administered by the Chichester diocesan adult education and training department