



a place of christian growth and discipleship

## Room hire terms and conditions

The use of facilities at **the magnet** is subject to the following terms and conditions:

### Applications

1. Applications, using the booking form provided, should be made to **the magnet**, 1 Christ Church Courtyard, London Road, St Leonards-on-Sea, TN38 6GL. E-mail: [themagnet@btconnect.com](mailto:themagnet@btconnect.com) Telephone: 01424 431 489.
2. The contact person named on the booking form is deemed to be 'the hirer' and will be responsible for the observance of these terms and conditions.
3. Full details of the type of function/event and its associated activities must be provided on the booking form. **the magnet** reserves the right not to accept an application.
4. In specifying the day(s) and times in an application, the hirer must include an adequate allowance for any set up, breakdown and reinstatement activity.

### Charges and cancellation

5. The charge(s) for hiring the room/space for the times and purpose stated shall be as stated in the current scale of charges.
6. The charge(s) include the provision of normal furniture, heating and lighting, the use of audio-visual equipment as specified on the booking form, and use of the kitchen for the purposes of making tea and coffee. Hirers will be responsible for their own washing up.
7. After the booking has taken place, **the magnet** will submit an invoice for the costs of the event/course. Hirers will be responsible for meeting any costs to **the magnet** that resulted from any incident, damage or other proceeding that occurred during the letting and these will be added to the invoice.
8. Cancellation charges are applicable: within one month - 25%, within two weeks - 50%, within one week - 75%.

### Use of the magnet

9. Hirers will use only those parts of the premises and facilities specified in the booking, and if furniture is moved during the booking, will ensure that it is returned to the original layout.
10. Hirers will be responsible for the behaviour of those present and for ensuring that activities and persons present do not cause a nuisance.
11. Hirers will respect the car parking policy at **the magnet**, which is that a limited number of disabled parking spaces are available and no other cars may park in the Courtyard. Cars may enter the Courtyard only for the purpose of dropping off or collecting equipment or catering. Disabled spaces must be booked in advance.
12. Hirers will notify **the magnet** in writing immediately of any incident, damage or other proceeding that occurred during a booking. Note 7. above to the effect that hirers must meet any resulting costs.
13. **the magnet** cannot be held liable for any accident or injury to persons using the Centre's premises or third parties involved, in accordance with these terms and conditions.
14. **the magnet** reserves the right to cancel any permission to use the premises at any time, particularly if any damage has been caused to the premises or there have been any breaches of law. No compensation shall be paid to the hirer or any other person for the cancellation. Any fees paid will normally be returned, although we reserve the right to retain all or some of the fee if the cancellation is due to damage.
15. No alteration to the building structure or furnishings may be made without permission from **the magnet**. Nothing may be fixed to walls, ceilings, floor or pillars of any room by blu-tack, drawing pins, tape or other means without prior approval.
16. The caretaker/other named officer is the authorised representative of **the magnet** and s/he is empowered to enforce the conditions of hire and to refuse entry to or require persons to leave the premises.
17. There is a no smoking policy at **the magnet**.

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

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