

**Leeds Methodist Mission – Oxford Place Methodist Centre
Sessional Booking Form**

Event	
Name and details of the Organisers	
Date	
Time	
Rooms	
Nos. Expected	
Purpose of Meeting	
Equipment requirements	
Room Layout	
Other requirements	
Other comments	
Price Quoted	Room: Equipment: Catering:
Name and Address for Invoice	
Deposit	

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Invoice No. and Date	
Date Invoice Paid	
Insurance/Safeguarding	
Signed (authorised representative of organisation):	
Signed (representative of Leeds Methodist Mission)	

Please return this document to: The Administrator, Leeds Methodist Mission, Oxford Place, Leeds LS1 3AX

All payments should be made payable to **Oxford Place Methodist Chapel** and sent to: The Administrator, Leeds Methodist Mission, Oxford Place, Leeds LS1 3AX

If you need to make any changes to this booking please contact The Administrator on 0113 245 3502 or email: contact@oxfordplace.uk