

Saltash Town Council Mayor Event Booking Form

Name of Organisation:	Date of Function:
Name and Address of the Organiser:	Title & Description of Function:
Contact Email:	Start Time of Event:
Contact Telephone Number:	Time of Arrival for the Mayor:
Emergency Contact (Mob):	Time of Expected Departure:
Address where Function is to be held:	
Does the invitation include the Mayoress:	
Who will receive the Mayor on arrival?	
Are Parking Facilities available? Please state location and/or provide a map:	
Who will preside/run the Function?	
What duties should the Mayor perform (if any)?	
Is the Mayor required to make a Speech? If so, please give details of the speech including who to thank etc	
Dress for Mayor / Mayoress (please delete where appropriate): Chain of Office Lounge Suit/Day Dress Evening/Long Dress Casual Daywear Smart Daywear Formal/Black tie/Cocktail dress	
Is there Ticket/Entry Fee for the Mayor? Yes/No If yes; Please enclose details of how to make payment.	How Much?
Approximate number expected to attend:	
Any other information:	
<p>*PLEASE NOTE: Please give as much notice of your event as possible. The Mayor's attendance is not confirmed until an email has been received stating the Mayor's acceptance. If the Mayor is unable to attend the event will be offered to the Deputy Mayor to attend.</p>	

Please return to: Mayors Secretary, Guildhall, 12 Lower Fore Street, Saltash PL12 6JX
 Email; Mayors-secretary@saltash.gov.uk