

BARNSTAPLE TOWN COUNCIL

MAYORAL ENGAGEMENT REQUEST FORM

Please print, complete, and return the form to the
Corporate Services Manager, Barnstaple Town Council,
Barum House, The Square, Barnstaple EX32 8LS.

AT LEAST TWO WEEKS BEFORE THE EVENT.

This information may also be sent via email to:
Claire.Parsons@barnstapletowncouncil.co.uk

Name of Organisation

Name of Event

Venue

Venue Tel. No.

Venue Address

Date and Day of Event

Arrival Time

Finishing Time (approx)

Is parking provided for Mayoral Car?

YES/NO

Please give location of car parking facility

Is invitation for Mayor only or Mayor and consort?

Name of Person who will meet and escort Mayor

Name(s) of any other VIPs in attendance

Dress – please specify:-

Gentlemen – Lounge Suit/Black tie/White tie
Ladies – Day dress/Hat/Cocktail dress/Evening dress

Please indicate if refreshments will be provided YES/NO

If YES please specify :- Tea & coffee/Buffer/Lunch/Dinner

Do you require the Mayor to make a speech/propose a Toast?
YES/NO

If YES please provide guidance notes and information for the Mayor at the time of submitting this form.

Signed (Organiser)

Address

Tel No.

Date
