

HORWICH TOWN COUNCIL



Town Council Office
Horwich Community Centre
Beaumont Road
Horwich
Bolton
BL6 7BG

Tel: 01204 691090
Email: townclerk@horwich.gov.uk
Website: www.horwich.gov.uk

Request for attendance of the Town Mayor / Town Mayoress / Deputy Town Mayor

Name & address of organiser

.....
.....

Daytime telephone number Email.....

Date of event.....Arrival time.....Departure time.....

Request for Town Mayor & Mayoress/Town Mayor only/Town Mayoress only/ (please delete as necessary)

Address of event.....

Details of event.....

Is parking available, please give details.....

Will refreshments be provided, please specify (meal/buffet/snack).....

Dress Code.....

Please specify if in aid of a charity.....

Name of person greeting the Mayoralty.....

What will be required of the Mayoralty (speech required, presentations, opening etc)
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It is important that this form is returned at least two weeks prior to the event and any changes notified immediately to the Town Clerk at the address above. Please also attach any background information about your event and if the Town Mayor will be required to make a speech please supply all relevant information.

Thank you