



Request for the Attendance of the Town Mayor of Horwich

CONTACT DETAILS

Name:			
Organisation:			
Address:			
Mobile no:		Landline no:	
Email:			

EVENT DETAILS

Name of event:				
Day and date of event:		Arrival time:		
Time event begins:		Likely time of departure:		
Venue address:			Postcode:	

AT THE EVENT

Name & position of person greeting the Town Mayor on arrival:

What would you like the Town Mayor to do at your function?			
Open the event: <input type="checkbox"/>	Close the event: <input type="checkbox"/>	Present a certificate: <input type="checkbox"/>	Present a prize: <input type="checkbox"/>
Draw a raffle: <input type="checkbox"/>	Judge an event: <input type="checkbox"/>	Say a few words/give a speech*: <input type="checkbox"/>	Attendance only: <input type="checkbox"/>
Other (please give details): <input type="checkbox"/>			

** If you would like the Town Mayor to give a speech, please provide some background information about your organisation and event on a separate sheet*

CHARITY/GOOD CAUSE

Benefitting charity/good cause if applicable:	
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DRESS CODE

Smart / Casual: <input type="checkbox"/>	Suit / Dress: <input type="checkbox"/>	Black Tie / Evening Wear <input type="checkbox"/>
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PARKING

Please indicate if there will be a reserved car parking space available and its location

REFRESHMENTS

Will refreshments be provided for the Town Mayor?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>		
If yes, at what time will refreshments be served?				
Please indicate type of refreshments:				
Breakfast: <input type="checkbox"/>	Lunch: <input type="checkbox"/>	Afternoon Tea: <input type="checkbox"/>	Dinner: <input type="checkbox"/>	Buffet: <input type="checkbox"/>
Drinks only: <input type="checkbox"/>	Other: <input type="checkbox"/>	Please indicate:		

OTHER GUESTS

Please state if any other local mayoralty/dignitaries will be invited:

PUBLICITY

On occasions the Town Mayor may wish to take photographs at mayoral engagements and we may wish to send these to the local press or upload to social media.

Do you give consent for photos to be taken at your event?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Do you give consent for photos to be sent to the local media/ uploaded to social media?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

Please complete and return this form at least 2 weeks before the event.

Email: townclerk@horwich.gov.uk

Post: The Town Clerk, Horwich Town Council, Horwich Community Centre, Beaumont Road, Horwich, Bolton BL6 7BG

Telephone: 01204 691090

It is important that the position of the Town Mayor is not seen to be associated with functions that could be considered controversial, political, or not in accordance with the dignity of the office. If you are in any doubt about the suitability of the event, please contact the Town Clerk before returning this form.

Signature of organiser:		Date:	
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