**PRESCOT TOWN COUNCIL**

**MAYORAL ENGAGEMENT FORM**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Organisation** |  | | | | | | | |
| **Name and address of person to be contacted** |  | | | | | | | |
| **Telephone Number** | Daytime | | | | Evening | | | |
| **Nature of function and if appropriate type of refreshments to be provided buffet/dinner etc** |  | | | | | | | |
| **Date, time and place of function** |  | | | | | | | |
| **Time you wish the Mayor to arrive** |  | | | | | | | |
| **Form of dress** | Morning suit | | Lounge Suit | | | Dinner Jacket | | Other – please state |
| **Does the Invitation include the Mayoress/Consort?** | Yes/No | | | **Is regalia to be worn? (Chain of Office)** | | | Yes/No | |
| **Civic Duties**  **Is the Mayor/Mayoress/Consort requested to:-**  **(a) Address those present** YES / NO  **(b) Respond to an address** YES / NO  **(N.B. Please attach Order of Speakers, Agenda and supporting literature/information to assist in preparation of speech).**  **(c) Act as Chairman at the function** YES / NO  **(d) Undertake any other duties** YES / NO  **(e) Name/title of person who will meet the Mayor …………………………………………………**  **(N.B. Please ensure that this person is available at the entrance at the time indicated above).** | | | | | | | | |
| **Car parking arrangements** | |  | | | | | | |
| **Any comments you consider relevant** | |  | | | | | | |

**Prompt return of this form properly completed will help with the smooth running of the event. Please return to:**

**Mrs L. Sephton**

**Prescot Town Council**

**Prescot Town Hall**

**1 Warrington Road**

**Prescot**

**Merseyside**

**L34 5QX**

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