**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 |  |  |
| **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**

**By submitting this form, you agree that we will process your data in line with our privacy notice, which can be accessed via our website www.prescot-tc.gov.uk.**

**Prescot Town Hall**

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**Prescot**

**Merseyside**

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