**Mayoral Engagement Form**

**Details of the event**

|  |  |
| --- | --- |
| **Organisation:**  |   |
| **Event:** |   |
| **Date:** |   |
| **Start Time:** |   | **Finish Time:** |   |
| **Venue:** (including postcode) |   |
| **Parking details:** |   |

**Your contact details**

|  |  |
| --- | --- |
| **Name:** |   |
| **Role:**  |   |
| **Telephone number:** |   |
| **Email address:** |   |

**On the day contact details (if different)**

|  |  |
| --- | --- |
| **Name:** |   |
| **Role:**  |   |
| **Telephone number:** |   |

**Details of invitation**

|  |  |
| --- | --- |
| **Does the invitation include the Mayor’s Consort?** | Choose an item. |
| **If the Mayor cannot attend, would you like the Deputy Mayor to attend?** | Choose an item. |
| **Does the invitation include anyone else?**(e.g. Deputy Mayor, Youth Mayor, Other Councillors) |   |
| **Dress to be worn:** (Formal, Casual, Other details as appropriate) |   |
| **Should the Mayor wear their chains of office?** | Choose an item. |
| **Time the Mayor should arrive:** |   | **Time the Mayor can leave by:** |   |
| **Is food or drink provided?** | Choose an item. | If yes, please contact the Civic Officer for details of any dietary needs |
| **Is the Mayor requested to speak or perform any duties?** | Choose an item. |
| **If yes, please give brief details:** |
|    |

Once complete, please return this form by email to RSVP@peacehaventowncouncil.gov.uk.

Please note that submission of this form does not guarantee the Mayor or Deputy Mayor’s attendance at the event – we will respond with confirmation of attendance, or apologies as soon as availability has been checked.