



HERTFORD TOWN COUNCIL

Attendance of His Worship the Mayor of Hertford at Non-Civic Functions

1. Name of Function:
2. Place (full address please):
3. Day and Date:
4. Time the Mayor/Deputy Mayor should arrive:
5. State who will meet the Mayor/Deputy Mayor on arrival:
6. Please state what car parking facilities are available:
7. If evening function, please state whether or not formal evening wear should be worn (i.e. dinner jacket/long dress):
8. If the Mayor/Deputy Mayor is required to make a speech, please give brief details which could be of assistance in formulation the contents of such speech:
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.....
9. Will there be refreshments? Please tick – Yes No
10. Please provide a telephone number for the Mayor/Deputy Mayor to reach someone on if they are delayed, or have an urgent query on the day of the event:
.....
11. Name, address and telephone number of organise:
Name:
Address:
Telephone number:
12. The Mayor/Deputy Mayor will normally be accompanied by a consort. If it is not appropriate on this occasion please advise of this:

The Mayor/Deputy Mayor will attend all events wearing their chain/badge of office, unless requests not to.

*A copy of any toast list, agenda or programme should accompany this form.
Please return this questionnaire to the Mayor’s Secretary, Hertford Town Council, The Castle, Hertford, SG14 1HR or by e-mail no less than 10 days before the date of the function.*