**Mayoral Engagement Request**

1. Name of organisation or society. …………………………………………………………………………..…..………………
2. Nature of function. …………………………………………………………………….…………………………
3. Venue if this is an hotel or similar

please specify the room being used. ………………….…………………………………………………………………….…………

1. Data function. ……………/ ………………/ ………………………..
2. Time function commences. ………………………………… am/pm
3. Time the Mayor they should arrive. ………………………………… am/pm
4. Name of the person who receives the mayor on arrival. …………..…………………………………………..………………..
5. Is it expected that the Mayoress will a company them Mayor. Yes / No

State in the case of an evening function whether

* 1. Lounge Suit. b. Dinner Jacket. c. Ordinary or long dress for Ladies.
1. Who will preside at the function. ……………………………………………………..…………………
2. If the Mayor or Mayoress is to be called upon to speak, please state,
	1. To what subject. ……………………………………………………………………………………………….……………………

b. If it is to propose a toast, the name of the person who will respond. .……………………………………………….

* 1. Any particular point as to which it is desired that the mayor should refer.

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1. if the Mayor or Mayoress is to be asked to make a presentation, full particulars should be given as to the nature of the presentation. …………………………………………………………………………………………………….……………….. …………………..……………………………………………………………………………………………………..………………………………………
2. State the approximate time at which the function will end. …………………………….. am/pm.
3. Please enclose any information relevant to your organisation.
4. Please return this form to the address above, (at least 7 days prior to the event).
5. Your Contact Details. Name: - ………………………………………………

Address ………………………………………………

 ………………………………………………

Email. …………………...…………..…………….

Tele. ………………………..…….……………..

 ………………………………………………

**Mirfield Town Council**

**mirfieldtowncouncil@gmail.com**