



GILLINGHAM TOWN COUNCIL

The Town Hall

School Road

GILLINGHAM

Dorset SP8 4QR

Tel: 01747 823588

Email: gtc@gillinghamdorset-tc.gov.uk

Web site: www.gillinghamdorset-tc.gov.uk

The following information would be most helpful for the Mayor to receive prior to attending your event. Please return the completed form, together with information about your organisation, to the Town Council Office, using the contact details above.

Is your invitation for: The Mayor Only **Yes / No** The Mayor & Mayoress/Consort/Escort **Yes / No**

FUNCTION DETAILS:

Title of Function _____

Date: _____

Venue address _____

Post Code _____

Time you wish Civic party to arrive:

Time event will conclude/Civic party to leave:

Name and official capacity of the person who will greet the Mayor: _____

Please indicate which form of dress is appropriate to your function:

Chain of Office

Dinner Jacket/Long or short Evening Dress*

Dark Lounge Suit/Long or Short Dress*

Lounge Suit/Smart Casual*

**Please note that the Mayor & Mayoress/Consort/Escort will normally wear Chain(s) of Office when attending. Please be aware that authority to wear chains must be granted for events outside the boundaries of Gillingham.*

Do you wish the Mayor to speak:- Yes: ☐ No: ☐

(If yes please give details of desired content on a separate sheet including names and details of other officer and dignitaries attending)

Please advise if the Mayor is expected to perform other duties (Prize Giving, Judging etc)

No Other duties: ☐

Other duties (details below): ☐

Other Duties: _____

CONTACT DETAILS FOR FUNCTION:

Name/Title of Organisation: _____

Name/Title of Point of Contact: _____

Telephone Number: _____

Mobile Telephone Number: _____

E-mail Address: _____

Signed: (Name if via e-mail) _____

Date: _____

Event organisers will be responsible for ensuring appropriate permissions and licences have been obtained.