



# GILLINGHAM TOWN COUNCIL

The Town Hall

School Road

GILLINGHAM

Dorset SP8 4QR

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Website: [www.gillinghamdorset-tc.gov.uk](http://www.gillinghamdorset-tc.gov.uk)

If you would like the mayor to attend your event, please complete this function questionnaire.

Who is invited:	Mayor only <input type="checkbox"/> Mayor and Consort <input type="checkbox"/>	
Event Title:		
Date of Event:		Arrival time:
Time the event will end/Civic party to leave:		
Venue Address including Postcode:		
Who will greet the Civic party?	Name:  Official capacity:	
Dress: <i>If the event is outside of Gillingham, permission for chain wearing will need to be given by the Council where the event is being held – Gillingham Town Council will be responsible for obtaining permission.</i>	Chain of Office*  Dinner Jacket/Long or short evening dress  Dark Lounge Suit/Long or short dress  Lounge Suit/Smart Casual	<div style="border: 1px solid black; height: 100px; width: 60px;"></div>
Is the Mayor required to buy a ticket to attend	If Yes please include the cost per person and payment details.	
Would you like the Mayor to give a speech? If Yes, please give details of desired content including names and details of other dignitaries attending		
Is the Mayor expected to perform other duties (Prize Giving, Judging etc)?	If Yes, please provide details:	
Name of Organisation:		
Contact Name:		
Phone Number:		
Email Address:		

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