



BEXHILL-ON-SEA TOWN COUNCIL

Mayoral Engagement Application Form

1	<p>Address and name of correspondent</p> <p>Telephone number: Emergency telephone number (for day of event)</p>
2	<p>What is the function called?</p>
3	<p>Where is the function to take place? (write full address with directions and sketch map at the end of this form, if difficult to find)</p>
4	<p>When is the function to take place:</p> <p>Day: Date: Starting time:</p> <p>What time would you like the Mayor to arrive?</p>
5.	<p>If an evening function please state dress code – ie: dinner jacket; long/short evening dress etc</p>
6	<p>Do you wish the Mayor to make a speech or propose a toast or carry out any specific activity (cutting a ribbon/present a prize)?</p> <p>If you have answered 'YES' please provide below this form fullest details about your organisation, the subject of the speech etc., names of those who should be mentioned and any other information which will assist the Mayor</p> <p>If you have answered 'NO', in order to avoid potential embarrassment please do not call on the Mayor to make a speech during the function</p>
7	<p>Are you inviting the Mayoress/Mayor's Consort to attend?</p> <p>Yes/No</p>
8	<p>Who will meet the Mayor on arrival and act as an escort?</p>

9	<p>Will a parking space be reserved for the Mayor</p> <p>Yes/No</p> <p>If "NO", please say where the nearest parking facility is</p>
10	<p>Are you inviting any other Civic dignitaries to your function?</p> <p>Yes/No</p>
11	<p>Event organisers should arrange their own publicity. Do you have any objections to any press/social media coverage of the Mayor's engagements?</p> <p>Yes/No</p>

ADDITIONAL NOTES – DIRECTIONS.ANY FURTHER INFORMATION FOR THE MAYOR

Your completed form should be returned by email town.clerk@bexhilltowncouncil.gov.uk or by post to Bexhill-on-Sea Town Council, 35 Western Road, Bexhill-on-Sea TN40 1DU