

BEXHILL-ON-SEA TOWN COUNCIL



Figure 1: Bexhill-on-Sea Town Council Flag

MAYORAL ENGAGEMENT FORM

ADOPTED: 5th July 2023

1. Name of Correspondent
2. Address of Correspondent
3. Email Address of Correspondent
4. Telephone Number
5. Emergency Telephone Number (for day of Event)
6. What is the date of the Function?

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7. What is the Function called?

8. Where is the Function to take place?

9. Start time:

End time:

What time would you like the Mayor to arrive?

10. Would you like the Mayor to attend in Mayoral Robes?

11. Do you wish the Mayor to Make a speech/toast/carry out a specific activity (cutting a ribbon/presenting a prize)?

12. Are you inviting the Mayoress/Mayor's Consort to attend?

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13. Who will meet the Mayor on arrival?

14. Will there be parking a space reserved? (please provide details of parking arrangements)

15. Are you inviting any other Civic dignitaries?

16. Event organisers should arrange their own publicity. Do you have any objections to any press/social media coverage of the Mayor's engagements?

17. Please provide any further information below:

Please note that the submission of a request is not a guarantee of the Mayor's appearance; the Mayor's Office will confirm with you whether he is available to attend.

If you require any further information about your application, please contact:

mayors.office@bexhilltowncouncil.gov.uk.

If any part of this document is inaccessible to you for any reason, please contact the Bexhill-on-Sea Town Council office:

35 Western Road, Bexhill-on-Sea, TN40 1DU

Email: info@bexhilltowncouncil.gov.uk Telephone: 01424 214248