



Thetford Town Council Mayor's Office Booking Form

Invitation from.....

Function title.....

Function venue.....

Function date.....Function time.....

Is the invitation for the Mayor Mayor & Consort Deputy Mayor

Is the Mayor or Deputy Mayor required to make a speech? Yes/No (If yes please indicate the length of speech and subject, plus details of particular points you wish him to raise. If you have any additional information about the event or the organisation, please return with this sheet)

Contact Details

Name.....

Address.....

Telephone number.....

Email.....

- Due to high demand it may not be possible to attend every event to which the Mayor or Deputy Mayor is invited.
- Please be advised the Mayor generally accepts invitations on a first come first served basis.
- To avoid disappointment, the more advance notice you give the better.

Please return the completed booking form by post to:

Miss Kerry Leeder
Civic Secretary
Thetford Town Council
King's House
King Street
Thetford
Norfolk IP24 2AT

Or by email to kerryleeder@thetfordtowncouncil.gov.uk