



**Thetford Town Council
Mayor's Office Booking Form**

Date of event/function	
Event	
Location (please provide map unless the venue is obvious)	
Name of Host (this should be the senior civic or organisational individual e.g. Mayor or Managing Director)	
Organisational Name and postal address (Please attach any relevant background information about your organisation and any particular issues which the Mayor should be made aware of)	
Contact name & tel. no. for this event (this should be the person organising the event)	
Contact number and name at event if different from above (please complete for emergency use)	
Person who will meet the Mayor on arrival	
Time at which the Mayor should arrive and estimated finish time	
Please Indicate if the Mayor may bring a guest Yes/No	
Details/map of parking arrangements Car Park pass required? Yes/No	

Names of any other special guests who may be introduced to the Mayor and their office if applicable	
Will refreshments be provided?	
Form of Dress Gentlemen Ladies	Please circle Lounge suit/dinner suit (black tie) Long dress/day dress/cocktail dress (short)/evening dress (long)/hat (for church services)
What do you want the Mayor to do?	Open the event?* Chair the event?* Make a reading?* Make a speech?* Make a welcome speech?* Propose or respond to any toast?* Nothing just attend
Is there any other information relevant to the event?	

***If yes please indicate the length of speech and subject, plus details of particular points you wish him/her to raise. If you have any additional information about the event or the organisation, please return with this sheet**

Please return this form no later than 14 days before the event to: Miss Kerry Leeder, Civic Secretary, Thetford Town Council, The Carnegie, Cage Lane, Thetford, Norfolk, IP24 2DS or

Tel: 01842 754247 Email: keryleeder@thetfordtowncouncil.gov.uk