

Mayoral Booking Form

CONTACT DETAILS

Name:			
Organisation:			
Address:			
Mobile:		Landline:	
Email address:			

EVENT DETAILS

Name/Title of event:			
Date of the event:		Arrival time for Mayor:	
Time event begins:		Likely time of departure:	
Venue address:			
		Postcode:	

AT THE EVENT

Name of person who will:			
Receive Mayor on arrival:		Position:	

What would you like the Mayor to do at your function?			
Open the event: <input type="checkbox"/>	Close the event: <input type="checkbox"/>	Present a certificate: <input type="checkbox"/>	Present a prize: <input type="checkbox"/>
Draw a raffle: <input type="checkbox"/>	Judge an event: <input type="checkbox"/>	Say a few words: <input type="checkbox"/>	Give a speech*: <input type="checkbox"/>
Propose a toast: <input type="checkbox"/>	Attendance only: <input type="checkbox"/>	Other (please give details below): <input type="checkbox"/>	
Details:			

*** If you would like the Mayor to give a speech, please provide some background information about your organisation in the any further comments section at the end of this form ***

CHARITY

Benefitting charity if applicable:	
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DRESS CODE

Please indicate the dress code for the event:			
Smart / Casual: <input type="checkbox"/>	Suit / Dress: <input type="checkbox"/>	Black Tie / Evening Wear <input type="checkbox"/>	Ladies Hat / Fascinator: <input type="checkbox"/>

MAYORAL CAR

Please indicate where can the mayoral car be parked. If possible, we do ask that a parking space is reserved. If available, please send a map showing the venue location.

REFRESHMENTS

Will refreshments be provided for the Mayor?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>		
If yes, at what time will refreshments be served?				
Please indicate type of refreshments:				
Breakfast: <input type="checkbox"/>	Lunch: <input type="checkbox"/>	Afternoon Tea: <input type="checkbox"/>	Dinner: <input type="checkbox"/>	Buffet: <input type="checkbox"/>
Drinks only: <input type="checkbox"/>	Other: <input type="checkbox"/> Please indicate:			
Will refreshments be provided for the Mayor's Attendant?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>		

OTHER GUESTS

Is the event taking place within the borough of South Ribble?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
If the event is not in South Ribble, has the Mayor of the relevant district received an invite?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Has the Chief Executive of South Ribble Borough Council been invited?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Has the Leader of South Ribble Borough Council been invited?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Please state if any other South Ribble Borough Council staff, Councillors, Dignitaries or Celebrities will be invited:		

PUBLICITY

On occasions representatives of the Council will take photographs at mayoral engagements. We may wish to send these to the local press or upload to social media.		
Do you give consent for photos to be taken at your event?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Do you give consent for photos to be sent to the local media?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Do you give consent for photos to be uploaded to social media?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

Any further comments

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Please complete and return this form at least two weeks prior to your event to:-

Email: mayor@southribble.gov.uk

Post: The Mayor's Secretary, South Ribble Borough Council, Civic Centre, West Paddock, Leyland, PR25 1DH

Telephone: 01772 625542

Failure to do so could result in the Mayor not attending your event.

It is important that the position of the Mayor is not seen to be associated with functions that could be considered controversial, political, not in accordance with the dignity of the office, or at odds with the Council's commitment to equal opportunities. If you are in any doubt about the suitability of the event, please contact the Mayor's Secretary before returning this form.

Signature of organiser:		Date:	
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