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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: | Close the event: | Present a certificate: | Present a prize: |
| Draw a raffle: | Judge an event: | Say a few words: | Give a speech\*: |
| Propose a toast: | Attendance only: | Other (please give details below): | |
| 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: |  |

**DRESS CODE**

|  |  |  |  |
| --- | --- | --- | --- |
| Please indicate the dress code for the event: | | | |
| Smart / Casual: | Suit / Dress: | Black Tie / Evening Wear | Ladies Hat / Fascinator: |

**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: | | No: | |
| If yes, at what time will refreshments be served? | | |  | | | |
| Please indicate type of refreshments: | | | | | | |
| Breakfast: | Lunch: | Afternoon Tea: | | Dinner: | | Buffet: |
| Drinks only: | Other:  Please indicate: | | | | | |
| Will refreshments be provided for the Mayor’s Attendant? | | | Yes: | | No: | |

**OTHER GUESTS**

|  |  |  |
| --- | --- | --- |
| Is the event taking place within the borough of South Ribble? | Yes: | No: |
| If the event is not in South Ribble, has the Mayor of the relevant district received an invite? | Yes: | No: |
| Has the Chief Executive of South Ribble Borough Council been invited? | Yes: | No: |
| Has the Leader of South Ribble Borough Council been invited? | Yes: | No: |
| 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: | No: |
| Do you give consent for photos to be sent to the local media? | Yes: | No: |
| Do you give consent for photos to be uploaded to social media? | Yes: | No: |

|  |
| --- |
| **Any further comments** |
|  |

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

**Email**: [mayor@southribble.gov.uk](mailto: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: |  |