**Mayoral Booking Form**

C/o Frome Town Hall,

Christchurch Street West,

Frome

BA11 1EB

Tel: 01373 475572

E-mail: lflaherty@frometowncouncil.gov.uk

|  |
| --- |
| Your Name & Address:  |
|  |
| Organisational name:  |
|  |
| Details of the work or the objectives of your organisation: |
|  |
| Your contact details:  |
| Who will greet the Mayor at the venue?  |
| Mayoral chains to be worn?  |
| Date and day of your event:  |
| Start time of event:  |
| End time of event:  |
| *Mayor arrival:*  |
| *Mayor departure:*  |
| Event details:  |
| Venue address:  |
| Parking available? If yes, please provide details.  |
| Dress code: *Please state if special or protective clothing is required.* |
| If you would like the Mayor to respond to a toast or make a speech, please give us the full details and any specific points you wish the Mayor to make.  |

Please note that this booking form does not guarantee the attendance of the Mayor of Frome. We will be in touch after we have had confirmation from the Mayor.

If the Mayor of Frome is unable to attend we will also ask the Deputy Mayor if they would be available.