



Please return to: Janet Stanton  
Farnham Town Council,  
South Street, Farnham GU9 7RN  
Tel: 01252 823192/Fax 01252 718309

Farnham Town Council

[Janet.stanton@farnham.gov.uk](mailto:Janet.stanton@farnham.gov.uk)

Town Mayor: Cllr Lucinda Fleming  
Deputy Town Mayor : Cllr John Ward

### Mayor's Function Form

Name of Organisation: .....

Function: .....

Date: .....Time .....

Address of venue: .....

.....

Is car parking available? .....

Is the Consort invited? .....

Is a speech required?.....

Will the Mayor be presenting any special awards or prizes? .....

Special Instructions: .....

.....

.....

Dress Code (day/evening/informal): .....

Chains / Badge & Ribbons: .....

Details of other VIPs attending .....

.....

Names of person presiding: .....

Will refreshments be provided? .....

Time of conclusion of function: .....

Details supplied by : .....

Address: .....

Tel: ..... E-mail.....

#### SPECIAL REQUEST

The Mayor's Office would appreciate receiving any digital photos taken of this event - either formal or informal. If agreeable these may be used in the Council's newsletter, press releases or in displays it produces. Please e-mail jpg photos to [janet.stanton@farnham.gov.uk](mailto:janet.stanton@farnham.gov.uk)

---

