



Farnham Town Council  
**Mayoral Invitation Form 2017-2018**

**Please return to:**  
 Farnham Town Council  
 South Street, Farnham GU9 7RN

The Mayor of Farnham: **Councillor Michael Hodge**  
 The Mayor's Consort: **Councillor Julia Potts**

Tel: Switchboard: 01252 712667 Direct: 01252 823191

Deputy Town Mayor: **Councillor David Attfield**  
 Deputy Mayoress: **Mrs Anne Attfield**

(calls may be recorded for monitoring )  
 Email: [mayor@farnham.gov.uk](mailto:mayor@farnham.gov.uk)

Please complete electronically or in block capitals

|                              |
|------------------------------|
| <b>Name of Organisation:</b> |
|------------------------------|

|  |
|--|
| <b>Event: Community</b><br><b>Is the Mayoress invited to accompany the Mayor? Yes/no</b><br>Are you happy for this invitation to be listed on the Farnham Town Council website? Yes / No<br>Or mentioned on the Mayor's twitter account Yes / No |
|--|

|              |                      |                             |                     |
|--------------|----------------------|-----------------------------|---------------------|
| <b>Date:</b> | <b>Arrival time:</b> | <b>Start Time of event:</b> | <b>Finish Time:</b> |
|--------------|----------------------|-----------------------------|---------------------|

|                          |
|--------------------------|
| <b>Address of venue:</b> |
| <b>Post Code:</b>        |

|   |
|---|
| <b>Reserved car parking on site? If no reserved parking, please indicate nearest available car park.</b><br>Yes / |
|---|

|  |
|--|
| <b>Would you like the Mayor to perform any special duties? (e.g. cutting ribbon, presenting awards, making a speech)</b> |
|--|

|  |                                       |
|--|---------------------------------------|
| <b>Dress Code (day)</b><br><b>Would you like the Mayor to wear the chain of office? Yes / No</b><br>(normally the Mayor would wear the chain of office unless the event were informal and you specifically request 'no chains of office'.) | <b>Will Refreshments be provided?</b> |
|--|---------------------------------------|

|  |  |
|--|--|
| <b>Title, name and position of person meeting the Mayor:</b> | <b>Contact telephone number on day of the event:</b> |
|--|--|

|   |                |                |
|---|----------------|----------------|
| <b>Correspondence Postal Address: (for future correspondence)</b> |                |                |
| <b>Post Code:</b>   |                |                |
| <b>Tel:</b>   | <b>Mobile:</b> | <b>E-mail:</b> |

|  |
|--|
| <b>Details of other Mayors / VIPs attending and duties they will be performing if appropriate.</b> |
|--|

**Please Note:** In speeches the Mayor is referred to as 'Mr Mayor' or 'Madam Mayor'.  
 If formal photographs are taken at the event, a copy would be appreciated for the Mayor's portfolio.