



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

Please complete electronically or in block capitals

Name of Organisation:

Event: Community Is the Mayoress/Mayor's Consort invited to accompany the Mayor? Yes/no Are you happy for this invitation to be listed on the Farnham Town Council website? Yes / No Or mentioned on the Mayor's twitter account Yes / No
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Date:	Arrival time:	Start Time of event:	Finish Time:
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Address of venue:
Post Code:

Reserved car parking on site? If no reserved parking, please indicate nearest available car park. Yes /

Would you like the Mayor to perform any special duties? (e.g. cutting ribbon, presenting awards, making a speech)
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Dress Code (day) Would you like the Mayor to wear the chain of office? Yes / No (normally the Mayor would wear the chain of office unless the event were informal and you specifically request 'no chains of office'.)	Will Refreshments be provided?
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Title, name and position of person meeting the Mayor:	Contact telephone number on day of the event:
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Correspondence Postal Address: (for future correspondence)		
Post Code:		
Tel:	Mobile:	E-mail:

Details of other Mayors / VIPs attending and duties they will be performing if appropriate.
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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.