



Farnham Town Council  
**Mayoral Invitation Form 2020-2021**

The Mayor of Farnham: **Councillor Pat Evans**  
 The Mayoress: **Mr David Evans**

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

Deputy Town Mayor: **Councillor Alan Earwaker**  
 Deputy Mayoress: **Mrs Claire Earwaker dos Reis**

**Tel:** 01252 712667  
 (calls may be recorded for monitoring)

**Email:** mayor@farnham.gov.uk

Please complete electronically or in block capitals

<b>Name of Organisation:</b>
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<b>Event: Community</b> <b>Is the Mayoress invited to accompany the Mayor? Yes/no</b> 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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<b>Date:</b>	<b>Arrival time:</b>	<b>Start Time of event:</b>	<b>Finish Time:</b>
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<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> Yes /
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<b>Would you like the Mayor to perform any special duties? (e.g. cutting ribbon, presenting awards, making a speech)</b>
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<b>Dress Code (day)</b> <b>Would you like the Mayor to wear the chain of office? Yes / No</b> (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>
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<b>Title, name and position of person meeting the Mayor:</b>	<b>Contact telephone number on day of the event:</b>
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<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>
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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.