**Torbay Council**

**Information for the Worshipful the Mayor of Torbay / Deputy Mayor**

Please complete this form in **block capitals** and return it not later than 14 days before the Event to the PA for the Worshipful the Mayor of Torbay / Deputy Mayor, Governance Support, Town Hall, Torquay, TQ1 3DR

email address: [**civic.support@torbay.gov.uk**](mailto:civic.support@torbay.gov.uk)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day, Date and Time of Event:** | **Day** | **Date** | | **Time** |
| **Name of Organisation:** |  | | | |
| **Title of Event:** |  | | | |
| **Venue of Event**  **(full address):** |  | | | |
| **Name of Secretary/Organiser:** |  | | | |
| **Contact Address:** |  | | | |
| **Telephone no:** |  | | | |
| **Mobile:** |  | | | |
| **Email address:** |  | | | |
| **Please note the Civic Mayor will attend an event with her guide dog and Consort** | | | | |
| **Time for Civic Mayor/Consort:** | **Arrival Time:** | | **Departure Time:** | |
| **Reserved Seating** | Yes / No | |  | |
| **Parking Available and Reserved?** | Yes / No | |  | |
| **Dress Code**  **(please circle)** | 1. Lounge Suit 2. Dinner Jacket 3. Blazer 4. Chains | | 1. Day Suit/Dress 2. Long Dress 3. Cocktail Dress 4. Hat | |
| **Name of President/Chairman:** |  | | | |
| **Name of Person Presiding:** |  | | | |
| **Name and Official capacity of person receiving the Civic Party:** | | | | |
| **Do you wish the Mayor to speak?**  Yes / No | | | | |
| **Is there any action required for the Mayor at the event? (e.g laying a wreath, presenting, issuing awards)** | | | | |
| **Have arrangements been made with the press/media?** | | | | |
| **Names and Titles of Principal Guests (continue on overleaf if necessary):** | | | | |

Please note there is no charge for having the Civic Mayor at an event but a donation to the Civic Mayor’s charities Sound Communities and the Doves would be most welcome. If you would like to make a donation, please let us know so that we can provide you with the account details.

Please ensure you have attached particulars of this Event and, where applicable, a copy of the toast / menu / service Sheet / Lesson / Agenda / Programme / Order of proceedings / Tickets.

Information with regard to your Organisation would be appreciated i.e. History, Membership activities, President/Chairman’s biographical notes, etc. should be returned with this form.

Civic/Forms/Information of Event Form