**TORBAY COUNCIL**

**INFORMATION FOR THE MAYOR FOR TORBAY /DEPUTY MAYOR**

Please complete this form in BLOCK CAPITALS and return it not later than 14 days before the Event to the PA to the Chairman, Governance Support, Town Hall, Torquay, TQ1 3DR

Email address: **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* |  | | | |
| *Time for Mayor/Consort* | *Arrival* | | *Departure* | |
| *Is the Consort / Escort invited?* |  | | *Reserved Seating:* | |
| *Parking Available and Reserved?* |  | |  | |
| *Dress Code*  *(please circle or tick all applicable)* | Casual attire  Formal attire (suit / dress)  Dinner jacket / long dress | | Civic Robes  Civic Chains | |
| *Name of Chairman* |  | | | |
| *Name of Person Presiding* |  | | | |
| *Name and Official capacity of person receiving the Civic Party.-* | | | | |
| *Do you wish the Chairman to speak? – is yes include some detail.* | | | | |

**The mayor’s charity from May 2025 to May 2026 is Rowcroft Hospice, the Mayor does not charge for attendance at events, however a donation to their chosen charity is appreciated.**