**TORBAY COUNCIL**

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

Please complete this form in full 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**

**Date of Event:**

**Time (arrival):**

**Name of Organisation:**

**Title of Event:**

**Venue of Event:**

**(full address, including post code)**

**Name and Contact Address of organiser:**

**Telephone no:**

**Is the Consort / Escort invited?**

\*Yes/No

**Parking Available and Reserved?**

\*Yes/No

**Parking details:**

**Dress Code:**

*(please put a X next to all applicable)*

Casual attire

Formal attire (suit / dress)

Dinner jacket / long dress

Civic Chains

Civic Robes

**Name of who will receive the Civic party:**

**Do you wish the mayor to speak? If yes, please provide details:**

**Civic Cadets presence requested?**

\*Yes/No

\* please delete as appropriate

***(Please note you may only request the presence of Civic Cadets if your organisation is part of the Ground, Naval or Air Forces, and this will be subject to availability).***

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.

**BACS details for donations available upon request.**