



REF: _____

BROXBOURNE BOROUGH COUNCIL

Please complete and return to:-

Alison Brookes (Secretary to the Mayor)
Mayor's Parlour
Broxbourne Borough Council
Bishops' College
Churchgate
Cheshunt
Herts EN8 9XQ.

Telephone: 01992 785555 (Extn 5866)
Fax No: 01992 626917

(PLEASE COMPLETE IN BLOCK CAPITALS & RETURN AS SOON AS POSSIBLE)

Name of Function

Place where Function is to be held*

.....

(* If this is outside the Borough of Broxbourne please enclose a map indicating how to get to the venue)

Date of Function Time of Function

ORGANISER

Name of Organiser/Position/Organisation

.....

Address of Organiser or point of contact

.....

.....

Telephone No.

Time the Mayor is expected to arrive

Name & title of person who will meet the Mayor

Time of conclusion of Function

What time would it be appropriate for the Mayor to take his leave

Will dinner jacket/evening dress be worn YES/NO

Should the Mayor be accompanied

REFRESHMENTS

Will refreshments be served YES/NO

If so, what form will they take

CIVIC CAR

Will there be reserved parking YES/NO

If so, where

SPEECH

Should the Mayor make a formal speech YES/NO

If yes, please be advised that we ask the organisers to write a draft speech for the Mayor and either (a) attach it to this form; or (b) email it at least 24 hours before the date of the function to amb.memberservices@broxbourne.gov.uk

CHAINS OF OFFICE

If the function is outside the Borough of Broxbourne, (i) is the Mayor required to wear the Chain of Office, and if so, (ii) has permission been obtained from the Civic Head of the district where the function is to be held?

(i) YES/NO (ii) YES/NO

VIPS

List of VIPs attending

.....
.....
.....
.....

PHOTOS

It would be nice for the Mayor to have a memento from his visit and if possible please email a photo to amb.memberservices@broxbourne.gov.uk after the event. For your information, the photo may be used for internal publication or sent to the press.

USEFUL INFORMATION

- The Mayor is Councillor Eddy Rowland and should be addressed as ‘Mr Mayor’ in introduction and conversation
- His chosen charities are East Herts Scouts and Young Life
- There are no dietary requirements for the Mayor, however, if the Deputy Mayor is attending your function please be aware that Cllr Mrs Perryman is vegan (no meat, egg or fish in any course)

Please do not hesitate to contact me if you require any further assistance.

Alison Brookes

Please attach any other information you feel is appropriate.

Thank you.