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| --- | --- |
| **Date of event / function:** | |
| **Name of or type of event / function:** | |
| **Organisation hosting event / function:** | |
| **Address of event / function:**  **(please include Postcode and car-parking arrangements)** | |
| **Contact name:** | **Position in organisation:** |
| **Contact telephone number:** | **Contact email address:** |
| **Time to arrive:** | **Event / function start time:** |
| **Who will meet The Mayor on arrival?** | |
| **Names of other important guests who may be present, if any:** | |
| **Event / function finish time:** | **Length of time The Mayor is required to be present:** |
| **Objective of the event / function:** | |
| **What is The Mayor’s purpose at the event/function?** | |
| **Is a speech required?** | |
| **Dress code:** | |
| **Is The Mayor’s Consort invited?** | |
| **Please provide useful background information about this event / function and your organisation.**  ***(Please use overleaf or separate sheet if necessary)*** | |

**Town Mayor Engagement Enquiry Form**

**Once completed, please return to:**

Brackley Town Council, 20 High Street, Brackley, Northants, NN13 7DS

Alternatively please email to: [office@brackleynorthants-tc.gov.uk](mailto:office@brackleynorthants-tc.gov.uk)