



**BRACKLEY TOWN COUNCIL**

**Town Mayor Engagement Enquiry Form**

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. <i>(Please use overleaf or separate sheet if necessary)</i>	

**Once completed, please return to:**

Brackley Town Council, 20 High Street, Brackley, Northants NN13 7DS  
Or email to: [town.clerk@brackleynorthants-tc.gov.uk](mailto:town.clerk@brackleynorthants-tc.gov.uk)