

Please return to:
Una Finch
The Mayor's Secretary
The Town Hall
High Street
Deal
Kent CT14 6TR
Tel: 01304 361999
Fax: 01304 380546



Please complete this form and return to the above address not later than two weeks before the engagement. We regret that failure to comply may result in cancellation.

Date of Function: _____ Time of Function: _____

Function: _____

Place: _____

Person Presiding: _____

1. At what time do you wish the Mayor to arrive? _____

2. Is the Mayor invited to bring a guest? _____

3. By whom will the Mayor be received? _____

4. Do you wish the Mayor to make a speech? YES NO

5. Do you wish the Mayor to propose a toast? YES NO

6. *Do you wish the Mayor to perform a specific duty? ___

*If YES, please give overleaf; details or a toast list, together with fully information concerning your organisation and other guests attending, this will assist the Mayor in preparing his speech/carrying out duty

7. Will refreshments be available at function? _____ if yes please give details below:

Will refreshments be available for the Town Sergeant: YES NO

8. Dress for the occasion (Please underline those applicable):

Mayor: Day Dress Lounge Suit Evening Dress Informal Hat Chain of Office Robes

Mayoress: Day Dress Cocktail Dress Evening Dress Hat

9. At what time is the function expected to end? _____

10. Please give name and address of the person responsible for making the arrangements:

Name: _____ Telephone Number: _____

Address: _____

Email: _____

11. The Mayor has experienced difficulties in finding a parking space for his car at various functions. It would be appreciated, therefore, if you could reserve a parking space for him.

A car parking space has been reserved at: _____

A) NOTES ON YOUR ORGANISATION:

B) OTHER VIP GUESTS INVITED:

C) APPROXIMATE NUMBER OF GUESTS EXPECTED

D) NOTES FOR SPEECH AND/OR DETAILS OF DUTY TO BE PERFORMED:

(Please attach copy of toast list where applicable)