DEREHAM TOWN COUNCIL

Dereham Town Council, Assembly Rooms, Rüthen Place, Dereham, NR19 2TX

The Mayor of Dereham welcomes invitations to attend events and support the local community. Please complete the form and return to Dereham Town Council by email or post, giving as much notice as possible. The Mayor and Deputy Mayor are not based in the Council office and time must be allowed for them to be contacted and check their civic, work and personal diaries. A response will be sent ASAP.

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| **Mayor Invitation Form – for inviting the Mayor to attend an event** |
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| **Section 1 – Details of Event** |
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|  | Date of Event: |  |  |
| Start/Finish time of Event: |  |
| Is the Mayor required to attend the whole event? | Yes/No |
| If NO – time(s) the Mayor is required to attend |  |
| Location of EventPlease give full address |  |
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| **Section 2 – Requirements** |
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|  | Will the Mayor be required to perform a duty?If YES – please give details | Yes/No |  |
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| Details of event*Please give any information you feel may be of assistance* |  |  |
| May the Mayor bring a guest? | Yes/No |  |
|  | **What is the appropriate dress for the function?** |  |
| Chain of office |  |  |
| Formal (Tuxedo/black tie/evening wear) |  |
| Lounge/business suit |  |
| Other (please give details) |  |
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| **Section 3 – Contact Details** |
| *This will be where the response confirming whether the Mayor can attend or not will be sent* |
|  | Who is inviting the Mayor to attend?Name (Organisation/individual) |  |  |
| Organiser Name |  |
| Email |  |
| Phone |  |
|   |

**Notes**

Sometimes the Mayor will have several commitments on the same day. In these circumstances, please do not be offended if they have to leave before the end of your event. If there is a particular part of your event that you want the Mayor to be present for, please make sure you note this on the form.

The Town Council/Mayor does not invite anyone else to, or inform others of, your event – including the press. If you wish the press or any other persons to attend, you must organise this directly.

Once completed, please return this form to generalenquiries@derehamtowncouncil.org or post to Dereham Town Council, Assembly Rooms, Rüthen Place, Dereham, NR19 2TX