



**Mayor of Beverley:** Councillor Duncan Jack

**Town Clerk:** Ms. Helen Watson FSLCC

12 Well Lane, Beverley, East Yorkshire, HU17 9BL

**T:** 01482 874096 **E:** clerk@beverley.gov.uk **W:** www.beverley.gov.uk

## INVITATION TO THE MAYOR OF BEVERLEY

If you wish to invite the Mayor of Beverley to attend your event, please send a written invitation to the Beverley Town Council office by completing this form and sending it by post or email to the address above.

All invitations received will be discussed with the Mayor and a decision made depending upon the civic diary. If the Mayor is available to attend your event an acceptance letter or email will be sent to you. In the event that the Mayor is unable to attend, the invitation will be passed on to the Deputy Mayor for consideration and the appropriate response sent.

In order that we may maintain a complete record of events in the civic diary, please do not contact the Mayor directly or send correspondence to their home. All communication must be done through the Beverley Town Council office.

When inviting the Mayor, please give some thought to what you wish to achieve by having the Mayor at your function and what you would like the Mayor to do. This may include giving a presentation, receiving a cheque, reading a lesson, making a speech or drawing a raffle.

It would be useful if you could provide some background information about your organisation and the event. This is especially important if you wish the Mayor to make a speech.

Please make someone available to greet the Mayor on arrival, and accompany them on their visit.

Please also bear in mind that the Mayor often has several civic engagements throughout the day and will need to leave your event on time in order to maintain their schedule.

DATE:

TIME:

EVENT:

VENUE(S):

ADDRESS, INCLUDING POSTCODE:

ORGANISATION:

INVITED BY:

WILL THE MAYOR NEED TO TRAVEL TO MORE THAN ONE PLACE?   
If so, please provide a timetable/itinerary of the day.

IS PARKING AVAILABLE? YES  NO

DRESS CODE (eg lounge suits, cocktail dress, evening wear):

ROBES  CHAINS  MACEBEARER

SHOULD THE MAYOR BE ACCOMPANIED BY THEIR CONSORT?

IS FOOD AND/OR DRINK PROVIDED FOR THE MAYOR?

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IS FOOD AND/OR DRINK PROVIDED FOR THE MACEBEARER? (if applicable)

DO YOU HAVE ANY SPECIAL REQUIREMENTS?  
eg making a speech, drawing a raffle, giving a presentation etc

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NAME OF CONTACT FOR RESPONSE:

RESPONSE ADDRESS:

EMERGENCY CONTACT NAME AND NUMBER ON THE DAY:

NAME OF PERSON GREETING & ACCOMPANYING THE MAYOR:

ANY OTHER DETAILS: