



Barnard Castle Town Council

Mayoral Engagements

You have been kind enough to invite the Town Mayor to a function. It would be of great assistance to the Town Mayor if you would be good enough to complete the form below and return it to me.

Protocol provides that The Town Mayor, as first Citizen of Barnard Castle, **must** take precedence over other guests, at events held in the parish, (Except on Royal Visits, or if the Lord Lieutenant is representing the reigning Monarch at the time), and your arrangements should have regard to this.

When introducing the Town Mayor to other guests, one should refer to him/her as '**The Town Mayor**', and when speaking directly (s)he should be addressed as '**Madam Mayor**' or '**Mr Mayor**'.

It would be most useful if you could provide the Town Mayor with information about your organisation's aims, achievements or aspirations.

Name of Organisation	<input type="text"/>		
Name of Organiser	<input type="text"/>		
Contact details Address	<input type="text"/>		
Telephone	<input type="text"/>		
Email	<input type="text"/>		
Nature of Function	<input type="text"/>		
Function DATE & Venue of (Full Address)	<input type="text"/>		
Time at which Civic party should arrive	<input type="text"/>	Estimated time of finish	<input type="text"/>
Names of & information about any other principal guests	<input type="text"/>		
Dress Code:	Dinner Jacket <input type="checkbox"/>	Lounge Suit <input type="checkbox"/>	Long Dress <input type="checkbox"/> Short Dress <input type="checkbox"/>
Name of person who will receive Mayor/Consort	<input type="text"/>		
Duty (if any)The Mayor/Mayoress/ Escort is expected to perform (speech, toast, presentation)	<input type="text"/>		
<i>A copy of the Toast list, Agenda, or Programme should accompany this form together with as much information as possible If a speech is to be given, please indicate the subject and/or supply relevant information</i>			
Parking arrangements	<input type="text"/>		

**This Form and any other details should be returned as soon as possible to:
Mrs Y Farren, Services Officer (Civic), Woodleigh, Flatts Road, Barnard Castle DL12 8AA Tel: 01833 690970**