

**CONFIRMATION OF ENGAGEMENT DETAILS FOR**

**THE WORSHIPFUL MAYOR OF GEDLING BOROUGH COUNCIL**

(Please complete both pages of the form)

|  |  |
| --- | --- |
| **Name of Event/occasion** |  |
| **Date of event** |  |
| **Venue of event** (Please provide the full address details including postcode) |  |
| **Main booking contact details:**  Name/phone/email address |  |
| **Name of host or hostess** |  |
| **Official start time** |  |
| **Arrival time for the Mayor** |  |
| **Estimated time of departure for Mayor** |  |
| **Name & position of person to receive the civic party** |  |
| **Is the Mayor’s Consort invited to attend?** |  |
| **Will a parking space be reserved at the venue?** |  |
| **What type of hospitality will be provided?** |  |
| **Provide the names of any special guests to be introduced** |  |
| **Brief background information about the event** |  |
| **Is the Mayor expected to make a speech?** If so, please provide a draft |  |
| **Is the Mayor to respond to a toast?** If so, please provide details |  |
| **Is the Mayor to present a prize/trophy?** If so, please provide details |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DRESS**  (please tick (🗸) whichever is appropriate) | **MAYOR/ DEPUTY MAYOR** | **MAYORESS/**  **CONSORT** | | |
| Mayoral robes\* |  |  |  |  |
| Chain of office |  |  | | |
| Lounge suit/Morning suit |  |  | | |
| Day dress/Trouser suit |  |  | | |
| Dinner jacket (Black tie) |  |  | | |
| Evening dress (Long dress) |  |  | | |
| Cocktail/Short evening dress |  |  | | |
| Overcoat |  |  | | |
| Hat |  |  | | |
| Other – please state. |  |  | | |
| \*Please note, Mayoral robes will only be worn at formal official civic events or at meetings of full council. Special permission would need to be requested for robes to be worn at events within the community. | | | | |

|  |
| --- |
| **Youth Mayor**  Gedling Borough Council also has a Youth Mayor, who is formally appointed to act as a role model for young people and is an advocate of citizenship and pride in the Borough. If you would like the Youth Mayor to be invited to your event, subject to their availability, please tick the box and give brief details of any appropriate duties you would like them to be involved in: |

**YES/NO**

**MEDIA**

Has the media been invited?

**Please return the completed form to Democratic Services at least 14 days before the event, so that the Mayor may be fully informed.**

**By email to:**

civic@gedling.gov.uk

**By post to:**

Democratic Services, Gedling Borough Council, Civic Centre, Arnot Hill Park, Arnold, Nottingham NG5 6LU

**If you have any queries please email or telephone:**  0115 9013627 or 0115 9013844