

**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/Escort or the Mayoress 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** | **ESCORT** |
| 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 below: |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Contact details of organiser:**  Name:  Phone:  Email:  Address if required: |

**YES/NO**

**MEDIA**

Has the media been invited?

**CIVIC CAR/CHAUFFEUR**

**YES/NO**

Will refreshments be made available for the chauffeur?

**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