



Mayor Booking Form

For booking the Mayor's attendance at events and other engagements

Please complete the form and return to the Town Council

Day Date To be there at Event Starts Mayor leaves

Organisation Inviting the Mayor

Address at which event is taking place.

Organiser Contact Information

What is the Mayor to do?

At what point can the Mayor leave?

Would you like the Mayor to wear the regalia chains

Place to Arrive

Contact on arrival

Their mobile tel no.

Are refreshments or a meal provided?

Only expected when part of the event – not otherwise.

Parking arrangements.

PLEASE NOTE BOOKINGS ARE PROVISIONAL UNTIL CONFIRMED BY TOWN COUNCIL

Office Use Only

MAYOR

Informed

Accepted

Apols

Pass to Dep?

DEPUTY

Informed

Accepted

Apols

ORGANISER

Informed

Tel No

Ref No	Day	Date	Time (24h)	Event	Mayor Going	Deputy Going

Notes for booking the Mayor

Part of the civic duties of the Spilsby Town Mayor is to attend local events and functions. This is done to support the local community, to support local charities, to promote the Town as a visitor attraction and to mark special occasions or events. This may involve opening an event, making a short speech or perhaps presenting awards or prizes.

Some events are not appropriate for the Mayor (in chains of office) to attend. These may include;-

- overtly political functions/events,
- supporting a controversial event (unless this is supported by Council),
- anything likely to bring the Office of Mayor or the Council into disrepute
- appearing for money or gratuities
- commercial events where there is no obvious benefit to the people of the Town.

If you would like the Mayor to attend your event, please give as much notice as possible. The Mayor can be booked up weeks in advance especially at Weekends and Bank Holidays. Events will be allocated on a first come first serve basis.

If the Mayor cannot attend, the Council will usually ask the Deputy Mayor to attend if possible.

Sometimes the Mayor will have several events in one day. In these circumstances, please do not be offended if the Mayor has 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 indicate this on the form.

The Mayor may be accompanied by the Mayoress/Consort. If the invite is for the Mayor only then please make this clear.

The Town Council/Mayor will not invite anyone else to your event including the press. If you wish the press or any other persons to attend you should organise this yourself.