**TORBAY COUNCIL**

**INVITATION FOR THE WORSHIPFUL THE MAYOR FOR TORBAY /DEPUTY MAYOR TO ATTEND AN EVENT**

Please complete this form in BLOCK CAPITALS and return it not later than 14 days before the Event to the PA to the Chairman, Governance Support, Town Hall, Torquay, TQ1 3DR

Email address: **civic.support@torbay.gov.uk**

|  |  |  |  |
| --- | --- | --- | --- |
| Day, Date and Time of Event | Day  | Date  | *Time:*  |
| Name of Organisation |  |
| Title of Event |  |
| Venue of Event(full address) |  |
| Name of Secretary/Organiser |  |
| Contact Address |  |
| Telephone no: |  |
| Mobile: |  |
| Email address. |  |
| Time for Mayor/Consort  |  |  |
| Is the Consort / Escort invited? |  |  |
| Parking Available and Reserved?  |  |  |
| Dress Code(please circle) | * Casual Dress.
* Suit/Formal Dress
* Day Chains
* Robes
 |  |
| Name of Chairman |  |
| Name of Person Presiding |  |
| Name and Official capacity of person receiving the Civic Party  |
| Do you wish the Chairman to speak? **(if yes, please include some detail).**  |

Please include any details of your organisation or the event that would be helpful for the Mayor below:

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Note: The Mayor does not charge for attendance at events, however, a contribution to the chosen charities would be most appreciated. 2024/2025 Charities: **Play Torbay Ltd** & **The Fisherman’s Mission**.