



APPLICATION FORM

BOOKING THE MAYOR OF SUDBURY FOR YOUR EVENT

Please complete the form below to apply for The Mayor of Sudbury to be at your event. Please give as much notice and information as possible and email your completed application to:

jaelyn.byham@sudbury-tc.gov.uk with the subject line 'The Mayor of Sudbury – event application'.

Event details:

Name of event:		Date:	
Organisation:		Event start time:	
Your website / profile:	Event webpage (if published):		
Location (event):		Event finish time:	
Main contact name:	Event type: (For example: Civic, Fundraiser, Awards Ceremony etc)		
Main Contact email address:			

Details for The Mayor:

Name of person(s) who will greet The Mayor and consort on arrival:	Exact location where The Mayor should report:
Please supply a mobile phone contact for this person:	Location of parking facilities:
Time at which The Mayor and Consort should arrive:	Estimated finish time:

Names of any special guests to be introduced to the Mayor and/or Consort:

Will refreshments or a meal be provided? (If yes, please describe):

If yes, at what time?

Are The Mayor and Consort required to wear the Chains of Office? Yes No

Form of Dress:
Please indicate the dress code for The Mayor and Consort:

Black Tie

Mayor Robes

Smart / Festive

Business Casual

Casual

Other, please specify:

Requirements for The Mayor:

Are you inviting The Mayor to:

Open the event? Yes No

Chair the event? Yes No

Propose or respond to any toast? Yes No

*Speak on any subject? Yes No

*** If yes, please provide a speech you wish for the Mayor to read during the event. Please use the space below and continue on a separate page if required:**

Please use the space below to add any speech (please use the exact words) The Mayor is required to deliver at your event:

NOTES ON THE ATTENDANCE OF THE MAYOR AT PUBLIC FUNCTIONS

1. The correct style for the Mayor and/or Consort in writing and verbally is “Madam Town Mayor & Madam / Mr. Consort”.
2. In accordance with the Local Government Act 1972, section 3(4), The Mayor shall have precedence in the Town (except at functions where the Lord Lieutenant or the Chairman of the District Council are present). Accordingly, the place reserved for the Mayor should be on the immediate right, and for the Consort on the immediate left of the person presiding.
3. A responsible person should meet the Mayor and/or Consort at the entrance on arrival and should introduce them to the Chairperson/host or the assembled company. Except in cases when the Mayor and/or Consort are asked to take part in the reception, their time of arrival should be only five minutes before the function begins. This arrangement will avoid unnecessary waiting by the Mayor and/or Consort and ensure they proceed direct with the Chairperson/host to the place(s) reserved for them.
4. If the function is a luncheon, dinner or meeting for which there is a Toast List, Agenda or Programme, a copy of this should be sent with the completed form. If the Mayor is to speak, her toast or reply should appear early on the toast list and any background information should be sent to Sudbury Town Council in advance via this form.

PLEASE COMPLETE AND RETURN THIS FORM AS SOON AS POSSIBLE AND NOT LATER THAN SEVEN DAYS BEFORE THE DATE OF THE FUNCTION BY EMAIL TO:

Jaclyn.byham@sudbury-tc.gov.uk

Or by post / hand as follows:

Re: Application – The Mayor of Sudbury

Sudbury Town Council, The Town Hall (Council Offices), Old Market Place, Sudbury, Suffolk, CO10 1TL.

If you wish to discuss any matter relating to the function or if after having returned your application, the arrangements are altered in any way, please contact Jaclyn Byham

Jaclyn.byham@sudbury-tc.gov.uk or our information team info@sudbury-tc.gov.uk.

To be completed by Sudbury Town Council

Date application received:

Application received by:

Booking accepted: Yes No

Date booking confirmed with The Mayor:

Date booking confirmed with applicant:

Booking complete and all documents and details received by:

Name:

Signature:

Date event added to Mayor's calendar:

Does Mayor require transport to be organised:

If Robes/Chain Required:

If Yes, for how many and what time to pick up and return:

What date and time will Mayor pick up:

What time and date will the Mayor return Robes/Chain:

Are Mace Bearers required:

Yes No

If Yes, date contacted and booked:

Do they need the Mace's transported to destination:

Yes No

Will the Mace Bearers be robing at Town Hall or different location:

What time will they be picked up/delivered:

What time and date will they be returned/organise returning: