**Invitation for Mayor of Patchway to attend an Event**

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| **Title of function:** |  |
| **Date and time of function:** |  |
| **Time Mayor should arrive:** |  |
| **Name of organising body:** |  |
| **Contact details of organiser:** |  |
| **Function Location:**(Give exact place to report to if location has more than one entrance) | **Address:** | **Postcode:** |
| **Is Parking Available?** |  |
| **Contact for Function:** | **Name:** |  |
| **Phone:****Mobile:** |  |
| **Duties to be undertaken by the Mayor:** |  |
| **Any Specific Requirements on Dress Code:Should the Mayor wear Robes/Chain of Office or Lounge Suit & Chain of Office** |  |
| **Will refreshments be served?** |  |
| **Approximately when would The Mayor be free to leave the event?** |  |
| **Other Principal Guests/Staff to whom The Mayor would be introduced:** |  |
| **Any other relevant information**  |  |
| **Signed for Organising Body:** |  | **Date:** |  |

**Please return completed form to: Town Clerk, Patchway Town Council, Callicroft House, Rodway Road, Patchway, Bristol BS34 5DQ**