



# Ross-on-Wye Town Council

## Mayor's Function Form

If you would like the Mayor to attend your function, please complete the form below and return to the Town Clerk, The Corn Exchange, High Street, Ross-on-Wye, HR9 5HL

Name of organisation

Function

Date  Starting time  Finishing time

Address of venue  Post Code

Where is the nearest car parking?

Is the Mayoress invited?  Is a speech required?

Will the Mayor be presenting any special awards or prizes?

Any other special instructions

What refreshment, if any will be provided?

Dress code (day/evening/informal)

Chains/Badge and Ribbons/Robes

Details of other VIPs attending

Name of person presiding

Contact Name  Mobile

Address

Telephone Number  E-mail address