



# 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 email it to [admin@rosstc-herefordshire.gov.uk](mailto:admin@rosstc-herefordshire.gov.uk)

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