

Horwich Town Council



Town Council Office
Horwich Community Centre
Beaumont Road
Horwich
Bolton
BL6 7BG

Tel: 01204 691090
Email: townclerk@horwich.gov.uk
www.horwich.gov.uk

Request for attendance of the Town Mayor/Town Mayoress/Deputy Town Mayor

Name & address of organiser.....

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Daytime telephone number..... email.....

Date of event.....Arrival time.....Departure time.....

Request for Town Mayor & Mayoress/Town Mayor only/Town Mayoress only/ (please delete as necessary)

Address of event

.....

Details of event.....

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Is parking available, please give details.....

Will refreshments be provided, please specify (meal/buffet/snack).....

Dress Code..... Please specify if in aid of a charity.....

Name of person greeting the Mayoralty.....

What will be required of the Mayoralty (speech required, presentations, opening etc)

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It is important that this form is returned at least 2 weeks prior to the event & any changes notified immediately to the Town Clerk at the address above. Please also attach any background information about your event & if the Town Mayor will be required to make a speech please supply all relevant information. Thank you