

**MAYORAL ENGAGEMENT REQUEST FORM**

***Mayor of Barnstaple 2022-23 Cllr Louisa York  
Consort – Mr Keith York***

The Mayor's Diary can become very full, and therefore this form should be returned **at least 2 weeks** prior to the date of the event to: Mr Neil Hampson, Events & Communications Officer, Barnstaple Town Council, Barum House, The Square, Barnstaple, EX32 8LS  
Email: [mayor@barnstapletowncouncil.gov.uk](mailto:mayor@barnstapletowncouncil.gov.uk)

**Please note, the Mayor will be accompanied by her Consort for all events and the Mayor's attendance will not be confirmed without this form being returned.**

***Please note, if your engagement request falls out of the Barnstaple parish boundary, please ensure you have consulted with the relevant mayor of that parish or the chairman of the relevant parish council, before inviting the Mayor of Barnstaple to attend.***

Day and date of the event/function:	
Name of event/function:	
Name of organisation:	
Full address of venue including postcode:	
Name of Organiser/Secretary:	
Telephone number:	
Mobile number to call if the Mayor cannot attend the event at the last minute	
Time of commencement of the event/function	
What time should the Mayor arrive?	
Approximate departure time:	
Brief description of the event/function: <b>Please provide more in-depth information if required in the additional information section</b>	

**Important Information:** The Mayor of Barnstaple wishes to fully participate in events. However, she has some mobility issues, and her needs are explained, where relevant, below. The Mayor's Consort requires gluten-free refreshments (where refreshments are provided).

Is there a parking space provided for the Mayoral car close to the entrance?	YES:	NO:
Does the space have enough room to fully open the car doors and to unload her mobility scooter (if needed)?	YES:	NO:
Where will the Mayor be received? (e.g., main door/entrance gate/carpark)		
Who will meet and escort the Mayor? (name/position)		
Name of person presiding at event/function		
Name(s) of any other VIPs in attendance		
Are there any steps at the venue? If so, are they safe and stable and is there a secure handrail?	YES:	NO:
Is there a lift at the venue?	YES:	NO:
Will there be excessive walking e.g., a procession or tour? If so, is the walk accessible for a mobility scooter?	YES: YES:	NO: NO:
If there will be standing for more than approx. 5 mins, will a chair be available?	YES:	NO:
Will refreshments be provided for the Mayor/Consort?	YES:	NO:
If yes, please indicate the type of refreshments (e.g.: coffee/tea & biscuits/buffet/lunch/dinner) and whether there will be gluten-free options.		
Will a chair and table be available for refreshments?	YES:	NO:
At what time will the refreshments be served?		
Will refreshments be provided for the Mayor's Beadle (if in attendance)	YES:	NO:
Will there be a toilet? If yes, is it accessible? (not essential)	YES: YES:	NO: NO:

Please state the dress code:	<p><b>Gentlemen:</b> Black Tie/White Tie/Lounge Suit/Smart casual</p> <p><b>Ladies:</b> Day Dress/Hat/Cocktail Dress (short)/Evening Dress (long)/Smart casual</p> <p>Full Regalia and chains (with Beadle): Yes/No</p> <p>Full chains (with Beadle): Yes/No</p> <p>Medallion only: Yes/No</p>
Other: (eg: Light Casual/Waterproofs/Wellington Boots)	
Have the Press been asked to report this event/function?	<p>YES: _____ NO: _____</p>

### **Mayor's Participation**

**If the Mayor is asked to take part in any specific part in the proceedings, please indicate what they will be asked to do. Please supply guidance notes and information for the Mayor at the time of submitting this form. Please give terms of toast or subject of speech. In this event please send a copy of the toast list with this form.**

Open the event/function		
Words of welcome		
Make a speech		Length of speech: _____
Closing remarks/words of thanks		
Propose a toast*		*Please supply toast list
Reply to a toast*		
Chair a meeting		
Present prizes/awards etc.		
Read a Lesson		Details of Lesson: _____
Other – please give full details		

**Additional Details of Organisation & Event/Function**

***Please give sufficient details to inform the Mayor about your organisation and the function, e.g.: a brief history, membership numbers, background of the organisation and the names of any persons to whom reference should be made and their association with the function/event. If the Mayor is to speak, please give details such as achievements, aims/focus for the current year.***

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If the Mayor is unavailable to attend your event/function, the Deputy Mayor may be able to attend. Please indicate if you are agreeable to this: **YES / NO**

Name and address of person to whom any enquiries regarding this form are to be forwarded. Please also include an email address	
Contact telephone numbers:	

Signature: .....

Date: .....