



Please Return To: Tonia Voller  
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## RYDE TOWN COUNCIL

TOWN MAYOR – RICHARD MAY  
DEPUTY MAYOR – JO ELLIOTT

### MAYOR'S FUNCTION REQUEST FORM

<b>Name of Organisation</b>	
<b>Function</b>	
<b>Date</b>	
<b>Start and Finish times</b>	
<b>Address</b>	
<b>Is car parking available/ provided. If yes, please give details</b>	
<b>Is the Mayors Consort invited?</b>	
<b>Is a speech required?</b>	
<b>Will the Mayor be required to present awards / prizes?</b>	
<b>Any special instructions?</b>	
<b>Dress code (day/evening/informal/black tie/chain of office)</b>	
<b>Details of VIP's attending</b>	
<b>Name and contact details of person in charge, (please include mobile number and email address)</b>	
<b>Will refreshments be provided?</b>	