



Please return to: Hannah East
Ryde Town Council
10 Lind Street
Ryde
PO33 2NQ

Email : Hannah.East@rydetowncouncil.gov.uk

RYDE TOWN COUNCIL

TOWN MAYOR – MICHAEL LILLEY
DEPUTY MAYOR – JENNA SABINE

MAYOR'S FUNCTION REQUEST FORM

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