



Please return to: Mrs Samantha Brown
Town Mayor's Assistant
Alton Town Council
Market Square
ALTON
Hampshire
GU34 1HD 01420 83986
Email - info@alton.gov.uk

Alton Town Council
Town Mayor – Councillor Pam Jones
Deputy Town Mayor – Councillor Ginny Boxall

MAYOR'S FUNCTION FORM

Name of organisation

Function

Date Starting time Finishing time

Address of venue

Is car parking available?

Is the Mayoress/Consort invited?

Is a speech required?

Will the Mayor be presenting any special awards or prizes?

Special instructions

Dress code (day/evening/informal)

Please tick if:- Chains and Badge or Ribbons and Badge are to be worn

Details of other VIPs attending

Name of person presiding

Will refreshments be provided? yes no

Details supplied by

Address

Telephone Number E-mail address