

Corporate Services and Governance

Attendance at Functions by the Mayor and Mayoress

To: **The Civic Officer and Mayor's Secretary**
Gateshead Council, Civic Centre
Gateshead NE8 1HH
e-mail: mayorsoffice@gateshead.gov.uk

Name of organisation _____

Nature of function _____

Date of function _____

Address of function _____

Time of function _____

Time of arrival for civic guest(s) _____

Time function is likely to end _____

To which civic guest(s) is the invitation extended? _____

Are Chains of Office required Yes / No

Dress Code	Male	Dinner Jacket	Lounge Suit
<i>(Please delete as appropriate)</i>	Female	Long Dress	Short dress

Name of President or Chairman _____

Name of person receiving civic guest(s) upon arrival _____

Names of other principal guests' _____

Please ensure that a suitable parking space is reserved as near as possible to the venue of the function for the civic vehicle.

Please state the duty if any for the civic guest(s):

If you wish the civic guest(s) to speak at the event you must send a draft speech at least seven days before the event otherwise the civic guest is not guaranteed to speak.

Please enclose as much information as possible about the objectives and history of the organisation and of the particular function.

Name _____ Official Designation _____

Address _____

Telephone No (to be used on the day of function) _____

Email _____ Date _____