



## Mayor of Taunton / Deputy Mayor of Taunton Booking Form

Name of Organisation			
Nature of Function			
Does the invitation include a guest	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Date of Function			
Time of Function	Start		Approx Finish
Full address of venue <i>(please include directions if the venue is outside Taunton)</i>			
Time the Mayor / Deputy Mayor should arrive			
Reserved parking	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Name of person presiding on the day			
Name and official capacity of the person who will meet the Mayor / Deputy Mayor on arrival			
Name of the person who will chaperone the Mayor during the event			
Type of refreshments <i>(if applicable)</i>			
Dress Code <small>(please tick as applicable)</small>	<b>Gentlemen</b>		<b>Ladies</b>
	Dinner Jacket	<input type="checkbox"/>	Evening Wear <span style="float: right;"><input type="checkbox"/></span>
	Suit & Tie	<input type="checkbox"/>	Formal Day Wear <span style="float: right;"><input type="checkbox"/></span>
	Smart Casual	<input type="checkbox"/>	Smart Casual <span style="float: right;"><input type="checkbox"/></span>
Chains of Office/Badge	Chain of Office	<input type="checkbox"/>	<input type="checkbox"/>
If the Mayor / Deputy Mayor is asked to speak, please give full particulars <i>(if applicable, please include the name of the person who will propose or respond to any toast to which the Mayor / Deputy Mayor is making)</i>			
Names of other principal guests			
Secretary/Organiser			
Address <i>(including email if applicable)</i>			
Telephone Number <i>(including mobile / contact number on the day)</i>			

Please complete **IN FULL** and return this form (ideally no later than 7 days prior to the function), enclosing any relevant background information to The Civic Office, Taunton Town Council, PO Box 998, Taunton, TA1 9QQ Email: [civic@taunton-tc.gov.uk](mailto:civic@taunton-tc.gov.uk)

We will keep your data for the purpose of contacting you regarding your event and any future events that may be of interest to you. Please tick this box to agree to us holding your details ☐