

**Cockermouth Town Council**

**It would be of great assistance to the Mayor of Cockermouth, if the following information could be given. Please complete all items:**

- 1. **Name of Function** .....
- 2. **Venue** .....
- 3. **Day and Date** .....
- 4. **Time** .....
- 5. **Does the invite include the Mayoress/ Consort?**.....
- 6. **Time of arrival?** .....
- 7. **Who will host?** .....
- 8. **Who would greet the Mayor upon arrival?** .....
- 9. **The Mayor intends to wear the chain of office unless specifically requested not to do so.**

**Do you wish the Mayor to wear the chain or office YES/NO**

- 10. **Is it desired that the Mayor should:**
  - (a) **Propose or respond to any toast?** .....
  - (b) **Speak on any subject at the function?** .....
  - (c) **Partake in any buffet/refreshments before or after the function (please specify)**  
.....

**Please provide the following information to the Town Clerk (at least seven days before the engagement) if you have answered Yes to questions 10 (a, b & c).**

- (i) The name of the Toast, or the subject upon which the Mayor would speak
- (ii) Background information about, for example, current achievements
- (iii) Toast list, or any other speakers and their subjects
- (iv) Any other information which could be of interest and assistance

11. **Dress (\*Informal/Lounge Suit/Evening Dress)** .....

12. **Please state the nature of any refreshments which will be provided.**  
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13. **Approximate time at which it is anticipated the proceedings would end:**  
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14. **Please advise if there will be a parking space available/reserved at the venue/function and if so, where?** .....

**15. If the Mayor is unavailable due to a prior engagement, the Deputy Mayor may be available instead. Is this acceptable?**

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**16. Is this a ticketed event, if so, please specify the cost to the Mayor?.....**

**Please provide a map/directions to the venue where possible.**

Name .....

Address .....

Telephone .....

Date .....

**PLEASE RETURN TO: Kirstie Goodger / Amy Jeffrey**

The Town Hall

Market Place

Cockermouth

Cumbria

CA13 9NP

Telephone: 01900 821869

Email: [admin@cockermouth.org](mailto:admin@cockermouth.org) (Kirstie Goodger) [assistant@cockermouth.org](mailto:assistant@cockermouth.org) (Amy Jeffrey)