



Lewes  
Town  
Council

## Lewes Town Council

Town Hall, High Street, Lewes, East Sussex BN71LA  
Telephone: 01273 471469 - Email: [info@lewes-tc.gov.uk](mailto:info@lewes-tc.gov.uk)

### Mayoral engagement form

Description of Function:	
Day and Date:	Time:
Address/Location of Function:	
<b>Lewes Events only:</b> Would this event benefit from publicity on the Lewes Town Council website/Social Media Yes please / No thank you	
What time should the Mayor arrive?	
What time can the Mayor leave?	
Organisation:	
Name of Chairman/President/Director/Other:	
Name of Contractor/Organiser:	
Address:	Daytime Tel. No:
	Mob Tel. No:
Postcode:	Email Address:
Position and name of person meeting the Mayor and escorting during the engagement:	
Is the Consort/Partner Invited? Yes / No <i>(please delete)</i>	
Dress Code: <i>(please highlight most appropriate)</i> Mayor: <b>Chain or Ribbon</b> /Evening Dress/Daytime/Dinner Jacket/Lounge Suit/Informal/Other If appropriate, the Mayor normally wears the Chain of Office at functions attended within the Parish of Lewes and the Badge of Office at functions outside of the Parish of Lewes, as requested by the hosting organisation, with approval from the relevant Authority.	
What would you like the Mayor to do?	
Would the Consort/Partner be asked to perform any duties, if yes, please give details?	
Will the Mayor be asked to speak? Yes/No <i>(please delete - if Yes, please send full background details)</i>	
Where should the Mayor park their car / taxi arrive / nearest public transport	

Please return to: Mayors Secretary, at [info@lewes-tc.gov.uk](mailto:info@lewes-tc.gov.uk) or send it to the address above. Please note that unless you have confirmation of the Mayor attending, submission of this form does not guarantee the Mayor's attendance and you should wait for a response regarding this.