

Whitehill Town Council  
Council Offices  
Forest Community Centre  
Pinehill Road  
Bordon  
Hampshire  
GU35 0BS



**WHITEHILL  
TOWN COUNCIL**  
Serving Whitehill & Bordon

Tel: 01420 473123

Email: [admin-pa@whitehilltowncouncil.gov.uk](mailto:admin-pa@whitehilltowncouncil.gov.uk)

## MAYORAL BOOKING FORM

*Please complete the form below if you would like the mayor to attend an event relating to Bordon or Whitehill*

<b>Name of Organisation</b>	
<b>Contact Name</b>	
<b>Telephone</b>	
<b>Email</b>	
<b>Date of Event</b>	
<b>Times (from and to)</b>	
<b>Name of Event</b>	
<b>Is the Mayoress invited to accompany the Mayor?</b>	
<b>Address of Venue (please include postcode)</b>	
<b>Reserved parking on site? If no reserved parking, please indicate nearest available car park</b>	
<b>Would you like the Mayor to perform any special duties, e.g.</b>	

<b>cutting ribbon, presenting awards, making a speech?</b>	
<b>Dress Code</b>	
<b>Would you like the Mayor to wear the chain of office?</b>	
<b>Will refreshments be provided?</b>	
<b>Details of other Mayors/VIPs attending and duties they will be performing if appropriate</b>	
<b>Are you happy for this invitation to be listed on the Whitehill Town Council website along with photos to be displayed on our website and social media?</b>	

Please return this form to Helen Evans, PA to the Mayor: [admin-pa@whitehilltowncouncil.gov.uk](mailto:admin-pa@whitehilltowncouncil.gov.uk)

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<https://www.instagram.com/whitehilltowncouncil/>

Website: <http://www.whitehilltowncouncil.gov.uk/>