

**NORTH HERTFORDSHIRE DISTRICT COUNCIL**

To assist in making arrangements for the Chairman to attend your event/function, it would be appreciated if you would kindly complete and return this form.

Name of Organisation .....

Name and nature of event/function .....

Date to be held ..... Time of start of event/function .....

Time Chairman to arrive ..... Time event/function ends .....

Place where event/function is to be held (full postal address and location map if possible) ...

Would you like the Chairman to wear his chain of office? **Yes / No**

Who will meet the Chairman on arrival and where ? .....

Name of person presiding over the event/function .....

Name and address of organiser/secretary .....

Telephone number of organiser/secretary .....

Does the invitation include the Chairman's Consort? **Yes / No**

Will there be reserved parking? **Yes / No** If so where? .....

If your event is outside the North Hertfordshire District Council area, does the Chairman have permission from the local authority to wear the Chain of Office **Yes / No**

Details of dress code for the occasion .....

Is the Chairman required to speak? **Yes / No**

If **Yes**, would you please give brief details to assist in the preparation of the Chairman's speech and write on the reverse of this form any further information you wish the Chairman to know about your organisation.

Please return completed form **at least two weeks in advance**, to:

Susanne Gow  
Secretary to the Chairman of the Council  
North Herts District Council  
Council Offices  
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