NORTH HERTFORDSHIRE DISTRICT COUNCIL

To assist in making arrangements for the Chair of the Council to attend your event/function, please complete the relevant sections of this form and return it to the Chair’s Secretary.

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| Name of Organisation |  |
| Name and nature of event/function |  |
| Date and time of event/function |  |
| Time that Chair should arrive and expected time of departure |  |
| Place where event/function is to be held (full postal address) |  |
| Who will meet the Chair on arrival and where? |  |
| Name of person presiding over the event/function |  |
| Name, address and phone number of organiser |  |
| Does the invitation include the Chair’s Consort **Yes / No** | **Yes/No** |
| Where will the Chair park |  |
| If your event is outside the North Hertfordshire District Council area, does the Chair have permission from the local authority to wear the Chain of Office | **Yes/No** |
| Details of dress code for the occasion |  |
| Is the Chair required to make a speech? | **Yes/No** |
| Brief particulars or details to assist in the preparation of the Chair’s speech, and write on the reverse of this form any further information you wish the give the Chair about your organisation. |  |

Please return completed form to:

Chair’s Secretary

North Hertfordshire District Council

District Council Offices

Gernon Road

Letchworth Garden City

Hertfordshire

SG6 3HN

Email: [Chairs.Secretary@north-herts.gov.uk](mailto:ChairmansSecretary@north-herts.gov.uk)