



Dartford Borough Council  
Mayoral Engagement Form

Name of organisation:

Title of event (e.g. annual dinner):

Date of event:

Time event commences:

Time event finishes:

Requested arrival time of the Mayor:

Venue:

Venue address:

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Is there reserved parking for the Mayor?

Purpose of event (e.g. to fundraise for a charity):

Name of Person to receive the Mayor:

Name of Person in charge:

Address of Person in charge:

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Telephone number (in case of emergencies e.g. cancellation):

Names of other dignitaries invited:

Are Mayoral chains or Badge of Office to be worn?

Dress Code:

Are there duties to be performed by the Mayor (e.g. a speech or presentation):

Background information regarding organisation:

Please supply information for speech if applicable

Is the event in aid of the Mayor's Charity?

Have other civic dignitaries accepted this invitation? If so, who?

Please return this form to Carol Butcher via email [carol.butcher@dartford.gov.uk](mailto:carol.butcher@dartford.gov.uk)  
or by post to Carol Butcher, Civic Centre, Home Gardens, Dartford, Kent DA1 1DR

You may now submit this form by either clicking on the "**Submit Form**" button, or by saving this document and attaching it to an email

**PLEASE NOTE:** If you wish to save the form use the following steps: Select "**Print**" then select "**Print as PDF**".  
NOT USING "**Print as PDF**" will result in a blank form being saved, email it to: [carol.butcher@dartford.gov.uk](mailto:carol.butcher@dartford.gov.uk)