 Tavistock Town Council

Attendance Request for the Town Crier at Non-Civic Function

Please complete all sections of the below Form:

| Name of Function |  |
| --- | --- |
| Address of Function (including postcode) |  |
| Day and Date of Function |  |
| Time Town Crier should arrive |  |
| Are car parking facilities available?  (and if so where?) |  |
| Any further details about the event i.e., please detail if this is for a specific occasion/celebration, guest appearance, etc. |  |
| Is there a ‘guest speaker’ requirement other than a public announcement? Please provide details if so. |  |
| Who will meet the Town Crier? |  |
| Name of Organiser |  |
| Address of Organiser |  |
| Telephone Number of Organiser |  |
| Email of Organiser |  |

**A copy of any Toast List, Agenda or Programme should accompany this form.**

Please email your completed form to [office@tavistock.gov.uk](mailto:office@tavistock.gov.uk) or, return this request form to the below address ***at the earliest opportunity not less than 10 days before the date of the function.***

Administrative & Democratic Support Officer

Tavistock Town Council

Town Council Offices

Drake Road

Tavistock PL19 0AU