

Return this form either by post to:

Office of the Mayor
Tamworth Regional Council
Ray Walsh House
PO Box 555
Tamworth NSW 2340

Or email trc@tamworth.nsw.gov.au

Mayor / Councillor Booking Form

Organisation details

Your Organisation's Name _____

Contact Person's Name * _____

Contact Address _____

Contact Email Address * _____

Contact Telephone Number * _____

Invitees

Who would you like to invite?

Mayor Tick

Mayor & Councillors Tick

Event details

Title of Event * _____

Estimated number of guests * _____

Venue Name & Address * _____

Date of Event * dd/mm/yyyy ____/____/____

Time Event Begins * _____

Time Event Ends * _____

Time Invitee(s) should arrive * _____

Time Invitee(s) will be free to leave * _____

Will refreshments be provided? Yes No

Please indicate dress code * _____

RSVP Date * dd/mm/yyyy ____/____/____

* Please feel free to attach a copy of the original invitation.

Mayor / Councillor Booking Form *continued*

Do you wish the invitee to make a speech or perform a specific duty? * Yes No

* If YES, please provide details for speech and/or details of duty to be performed

Please list any other dignitaries or VIP's attending that the invitee should acknowledge

* indicates compulsory information to be completed for your request