

## Invite the Mayor to an Event or Meeting

If you would like to invite the Mayor to an event or meeting, please fill in the form below and provide as much information as you can.

Please provide us with at least four weeks' notice ahead of your event, to allow us time to arrange the Mayor's attendance. We will do our best to contact you with seven days of receiving the invite to confirm whether the Mayor can accept your invitation.

If you have any questions, please get in touch with us:

T: 01707 262023

E: [jane.anderson@hatfield-herts.gov.uk](mailto:jane.anderson@hatfield-herts.gov.uk)

Name
Organisation
Telephone Number
Email
About the event
Type of event
Purpose of event (please explain the aim of the event and why it is important)
Reason for the Mayor's attendance (i.e. what would you like the Mayor to do?)
Time and Date of Event
Location of Event
What part of the event would you like the Mayor to attend? (whole event, opening, other)
What time would you need the Mayor to arrive on site?

Please consider the questions in the form above and send your completed request to:

Jane Anderson  
Hatfield Town Council  
c/o Birchwood Leisure Centre  
Longmead Road  
Hatfield, Hertfordshire  
AL10 0AN