

Chair / Vice Chair Booking Form

**Somerset West
and Taunton**

Name of Organisation				
Nature of Function				
Does the invitation include a guest	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Date of Function				
Time of Function	Start		Approx Finish	
Full address of venue <i>(please include directions where possible)</i>				
Time the Chair/Vice Chair should arrive				
Reserved parking	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Name of person presiding on the day				
Name and official capacity of the person who will meet the Chair/Vice Chair on arrival				
Name of the person who will chaperone the Chair/Vice Chair during the event				
Type of refreshments <i>(if applicable)</i>				
Dress Code <i>(please tick as applicable)</i>	Gentlemen		Ladies	
	Dinner Jacket	<input type="checkbox"/>	Evening Wear	<input type="checkbox"/>
	Suit & Tie	<input type="checkbox"/>	Formal Day Wear	<input type="checkbox"/>
	Smart Casual	<input type="checkbox"/>	Smart Casual	<input type="checkbox"/>
Badge of Office	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If the Chair / Vice Chair is asked to speak, please give full particulars <i>(if applicable, please include the name of the person who will propose or respond to any toast to which the Chair / Vice Chair is making)</i>				
Names of other principal guests				
Secretary/Organiser				
Address <i>(including email if applicable)</i>				
Telephone Number <i>(including mobile / contact number on the day)</i>				

Please complete **IN FULL** and return this form (ideally no later than 7 days prior to the function), enclosing any relevant background information to: Jo Comer, Somerset West and Taunton Council, PO Box 866, Taunton, TA1 9GS Email: civico@somersetwestandtaunton.gov.uk