

#### BOGNOR REGIS TOWN COUNCIL

 TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,

 Bognor Regis, West Sussex PO21 1LD

 Telephone: 01243 867744 Fax: 01243 865744

 E-mail: bognortc@bognorregis.gov.uk



**TOWN CRIER BOOKING FORM**

**DESCRIPTION OF FUNCTION:**

**DAY AND DATE: TIME OF FUNCTION:**

**ADDRESS OF FUNCTION:**

**NATURE OF EVENT *(please circle):* Business Charity Community Private Other**

**WHAT TIME SHOULD THE TOWN CRIER ARRIVE?**

**WHAT TIME CAN THE TOWN CRIER LEAVE?**

**NAME OF CONTACT ORGANISER/ORGANISATION:**

**ADDRESS: POSTCODE:**

**EMAIL ADDRESS: DAYTIME TEL NO:**

 **MOBILE NO:**

**POSITION AND NAME OF PERSON MEETING TOWN CRIER AND ESCORTING DURING**

**ENGAGEMENT:**

**MEETING POINT:**

**CONTACT PHONE NUMBER ON THE DAY OF THE EVENT IN CASE OF EMERGENCY:**

**WHAT WOULD YOU LIKE THE TOWN CRIER TO DO? - *Please provide an outline of what you would like the Town Crier to say, you will then be sent a draft proclamation for approval before the event. If you know specifically what you would like to be read, then please provide a ‘script’ of up to 125 words for approval by the Town Crier, of which you will be advised (complete on separate page if necessary):***

**WILL REFRESHMENTS BE AVAILABLE/PROVIDED FOR THE TOWN CRIER?**

**WHERE SHOULD THE TOWN CRIER PARK AND WILL THERE BE A CHARGE?**

Please return to: Rebecca Vervecken, Bognor Regis Town Council, Town Hall, Clarence Road, Bognor Regis, PO21 1LD.

Tel: 01243 867744. Email: rebeccavervecken@bognorregis.gov.uk. Please note that submission of this form does not guarantee the Town Crier’s attendance, and you should wait for a response regarding this. **A copy of any Toast List, Agenda or Programme should accompany this form.**

**Please ensure you read the Terms & Conditions that accompany this booking form.**