



# 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  
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## TOWN CRIER BOOKING FORM

DESCRIPTION OF FUNCTION:	
DAY AND DATE:	TIME OF FUNCTION:
ADDRESS OF FUNCTION:	
NATURE OF EVENT ( <i>please circle</i> ):      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? - <i>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):</i>	
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: <a href="mailto:rebeccavervecken@bognorregis.gov.uk">rebeccavervecken@bognorregis.gov.uk</a> . Please note that submission of this form does not guarantee the Town Crier's attendance, and you should wait for a response regarding this. <b>A copy of any Toast List, Agenda or Programme should accompany this form.</b>	
Please ensure you read the Terms & Conditions that accompany this booking form.	