



Tavistock Town Council

Attendance Request for the Town Crier at Non-Civic Function

Please complete all sections of the below Form:

Name of Function	
Address of Function (including postcode)	
Day and Date of Function	
Time Town Crier should arrive	
Are car parking facilities available? (and if so where?)	
Any further details about the event i.e., please detail if this is for a specific occasion/celebration, guest appearance, etc.	
Is there a 'guest speaker' requirement other than a public announcement? Please provide details if so.	
Who will meet the Town Crier?	
Name of Organiser	
Address of Organiser	
Telephone Number of Organiser	
Email of Organiser	

A copy of any Toast List, Agenda or Programme should accompany this form.

Please email your completed form to office@tavistock.gov.uk or, return this request form to the below address **at the earliest opportunity not less than 10 days before the date of the function.**

Administrative & Democratic Support Officer
Tavistock Town Council
Town Council Offices
Drake Road
Tavistock PL19 0AU