

# Cross Roads Parish Council

## Chairman Booking Form

Please complete this form and return by email or post to:

Cross Roads Parish Council

C/O Parish Clerk

Office B

68, Haworth Road

Cross Roads

BD22 9DL

Email: [clerk@cross-roadsparishcouncil.gov.uk](mailto:clerk@cross-roadsparishcouncil.gov.uk)

<b>Name and address of Organiser:</b>	
<b>Contact name and telephone number:</b>	
<b>Email Address:</b>	
<b>Event Name:</b>	
<b>Date of Event:</b>	
<b>Venue and full postal address:</b>	
<b>Start time: Time for the Chairman to arrive: Approx finish time:</b>	
<b>Name of person meeting the Chairman and their role in the organisation:</b>	
<b>Duties expected to be performed:</b> If a speech is required, please provide further details.	
<b>Dress Code:</b> Ladies: Gentlemen:  If you would like the Chairman to wear regalia, please provide details.  Please provide carparking information, if required.  If refreshments are to be served, please provide details.	
<b>Please provide any other information/details that may be relevant.</b>	