



### **REQUEST FOR A MAYOR'S RECEPTION**

Ballymena Borough Council provide civic recognition to citizens of the Borough on

- achievements
- special community service
- special endeavours
- special visitors are also recognised

This is normally carried out through a Mayor's reception and presentation of a corporate gift.

In order for your request to be considered and suitable arrangements made, please complete the attached form and return it to the address below.

In the event that the Mayor is unavailable to be present at a reception, either the Deputy Mayor or a nominated Council representative will be in attendance.

Please return the completed request from to:

Chief Executive's Department  
Ballymena Borough Council  
"Ardeevin"  
80 Galgorm Road  
BALLYMENA  
BT42 1AB



**REQUEST FOR A MAYOR'S RECEPTION**

**Name of Organisation/Group:**

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**Contact Name:**

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**Address:**

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Post Code

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**Telephone No:**

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*Daytime*

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*Evening*

**Fax No:**

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**Email:**

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**1. Details of request**

Please indicate the category your request falls into.

- |                           |                          |
|---------------------------|--------------------------|
| Achievements              | <input type="checkbox"/> |
| Special Community Service | <input type="checkbox"/> |
| Special Endeavours        | <input type="checkbox"/> |
| Special Visitors          | <input type="checkbox"/> |

Please provide full details:

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**2. Names and Details of Persons Attending/Association with Organiser**

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\_\_\_\_\_ Total number: \_\_\_\_\_

**3. Suitable Dates and Times**

Dates/times of receptions are subject to availability of the Mayor or in his absence the Deputy Mayor or other Council representative.

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**4. Full Details for Press Publication *(if applicable)***

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**5. Any Other Comments**

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