



# BRAUNSTONE TOWN COUNCIL

[www.braunstonetowncouncil.org.uk](http://www.braunstonetowncouncil.org.uk)

*Darren Tilley – Chief Executive & Town Clerk*

**BRAUNSTONE CIVIC CENTRE** Kingsway, Braunstone Town, Leicester LE3 2PP

**Civic Centre Reception & Bookings, Customer Service Shop**  
**Thorpe Astley Community Centre Bookings**  
Email: [enquiries@braunstonetowncouncil.org.uk](mailto:enquiries@braunstonetowncouncil.org.uk)

**Tel: 0116 2890045**  
**Tel: 0116 2890704**  
**Fax: 0116 2824785**

## Request for the Mayor to attend your event

Date of Event:	
Start time of event:	
Finish time of event:	
Time the Mayor should arrive	
Time the Mayor is expected to stay until	
Would you like the Mayor to give a speech/open the event. Please specify	
Organisation Name	
Contact Person	
Address	
Phone Number	
Email	
Will the Event be indoor or outdoors?	
If the Mayor is unavailable would you like the Deputy Mayor to attend instead?	
Is there parking available on the site? Please give details	
Any other requirements?	

Email: [admin@braunstonetowncouncil.org.uk](mailto:admin@braunstonetowncouncil.org.uk)

Town Mayor's Secretary,  
Braunstone Town Council, Braunstone Civic Centre, Kingsway,  
Braunstone Town, LEICESTER. LE3 2PP.

Telephone: 0116 289 9270

We will endeavour to get back to you as soon as possible once we have checked the Town Mayor's availability.

