



**Rochford District  
Council**

**Chief Executive**  
Council Offices  
South Street  
Rochford  
Essex SS4 1BW  
Tel: 01702 318144  
Facsimile: 01702 318180

Councillor S P Smith  
Chairman of Rochford District Council  
Vice Chairman, Councillor Mrs Mockford  
Civic Officer: Julia Mitchell  
E-mail: [julia.mitchell@rochford.gov.uk](mailto:julia.mitchell@rochford.gov.uk)

**Chairman's Engagement**

**Details of contact person for queries**

Name:

Address:

Name of your organisation:

Daytime telephone number:

Mobile number:

E-mail address:

**Details of function/event**

Place of event:

Date of event:

Time of the event:

Time Chairman should arrive:

Finish time:



INVESTOR IN PEOPLE

Address:

Telephone number:

Name of event:

Person hosting the function/event:

Where will there be a reserved parking space.

If a parking space is not available, please note the nearest car park)

Please state whether the Chairman is requested to make a speech/propose a toast or perform any other duty such as a presentation etc?

If the Chairman is requested to speak please give details of the subject:

What would be the dress code for the event?

Who will meet the Chairman on arrival and act as his host? *(please give name and position)*

Any additional information that would be useful for us to know?

**Thank you for completing this form.**

**Please return at least two weeks prior to the event.**