

CIVIC VISIT INFORMATION FORM
Town Mayor's Civic Service



Name of Organisation: Biggleswade Town Council	Date of event: Sunday, 12th March 2023
Name of person holding event: Cllr Grant Fage, Mayor Details of Organiser: Biggleswade Town Council The Old Courthouse 4 Saffron Road Biggleswade Beds SG18 8HW.	Nature of function or event: Biggleswade Civic Service
	Name and position of the senior person present. Cllr Grant Fage, Mayor
	Time of expected arrival: Arrive by 12.15
	Function or event starts at: 12:30 pm
Contact number: Direct line 01767 313134 Email: alison.dennis@biggleswadetowncouncil.gov.uk	Duration of event: Approximately 1 hour, followed by refreshments in the Chapter House
The full address of the venue: St Andrews Church, 45 Shortmead Street, Biggleswade, SG18 0AT	
Parking St Andrews / Mill Lane car park and in other nearby car parks	
Consort / Guests: A Guest is welcome to join you, please indicate on the response form	
The visitor (s) will be met by The Mayor and Town Council Staff	
Dress: Lounge suits; uniforms; decorations and chains of office may be worn.	
Official duties: Visitor(s) will not be expected to give a speech or perform any official duties.	
Other information:	