Mayor’s Office

Hertsmere Borough Council, Civic Offices

Elstree Way, Borehamwood

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E-Mail: [mayors.secretary@hertsmere.gov.uk](mailto:mayors.secretary@hertsmere.gov.uk)

Web: <https://www.hertsmere.gov.uk/Mayor>

Mayoral Engagement Information

Please complete and return this form so that we can ensure the Mayor, or Deputy Mayor, know what’s expected of them when attending your event.

|  |  |
| --- | --- |
| Name of organisation: |  |
| The event or function | |
| Day and date of function: |  |
| Title of event: |  |
| Description of event: |  |
| Will the Mayor be called upon to undertake any duty? | *If so, please provide details (there’s a section for speeches below)* |
| Will the Mayor/Deputy Mayor be asked to pay for a ticket or donation? *Please detail per ticket and payment method.* |  |
| Event Logistics | |
| Address of function venue: |  |
| Postcode (for Satnav): |  |
| Will there be reserved parking and, if so, where? |  |
| Name of individual, position within organisation held by the person who will be greeting the Mayor? |  |
| Telephone number and contact name on the day if any issues: |  |
| Timings | |
| What time does the function start? |  |
| What time do you wish the Mayor to arrive? |  |
| Will there be any refreshments and if so, what time will they be served? |  |
| At what time may the Mayor appropriately leave? |  |
| Who is invited? | |
| Does the invitation extend to the Deputy Mayor if the Mayor is not available? *(This increases your chance of someone being able to attend.)* |  |
| Does the invitation include the Mayoress/Consort/Escort? *(ie their +1)* |  |
| If this function is being held in Hertsmere, will any Town or Parish Mayor/Chair be present? | Yes/No/Not applicable |
| Names of other principal guests: *(eg, Chair, Councillors, MPs, Speakers)* |  |
| Dress code: *(Please specify)* | Black Tie/White Tie/Morning Dress/Eveningwear/Smart Casual/Lounge Suit |
| Mayoral Duties at the event | |
| If you are taking photos to use on Social media/your website can we have permission to reuse.  Please give the link/ID for your social media accounts. *The Mayor and Deputy Mayor can be tagged on X (twitter) at: @HertsmereMayor* |  |
| Please tell us about anything you want to do: *(for example hand out awards)* |  |
| Will the Mayor be called upon to make a speech? [it is not appropriate to call upon the Mayor to make an impromptu speech] | |
| If so:-  (a) will the Mayor be the first person to speak; and  (b) at what point during the engagement will the Mayor be asked to speak? |  |
| **If the Mayor is required to make a speech, please provide the following information:-**   * details of the organisation * its aims and objectives * when it was founded * how many members it has * how often it meets * whether any references need to be made to particular individuals and any other details which will ensure that the Mayor can make his speech as apposite as possible * website address (if applicable)   [Mayor’s speeches tend to last between 1 and 2 minutes] | [If there is insufficient space, please use a separate piece of paper] |
| Contact details | |
| Name and address of organiser: |  |
| Address of organiser: |  |
| Daytime telephone number: |  |
| Evening telephone number: |  |
| Mobile telephone number: |  |
| E-Mail address: |  |

For support and questions filling in this form please feel free to contact the Mayor’s Secretariat:

Tel: **020 8207 7477**

E-Mail: [mayors.secretary@hertsmere.gov.uk](mailto:mayors.secretary@hertsmere.gov.uk)

# Advice relating to non-civic events and functions

This advice is issued with the aim of assisting organisations when inviting the Mayor and/or Deputy Mayor to be present at non-civic functions. Such events may well comprise dinners, receptions, conferences, garden parties, bazaars and other similar functions of a public or semi-public nature. It should be noted that, whilst for the most part this advice refers to the “Mayor”, it may equally be applied to the Deputy Mayor, where the Deputy Mayor is the principal guest of the organisation.

### Arrival

You must ensure that a responsible person is on hand to meet the Mayor and/or Deputy Mayor immediately on arrival.

Normally, the Mayor should be invited to arrive about ten to fifteen minutes before the commencement of the function. If a reception is being held prior to the main event which involves the Mayor, the start time of the reception is the time which should be provided. The provision of this information will avoid unnecessary waiting on their part and permit them to proceed, in good time, with the Chair of the organisation directly to the place reserved for them.

### Precedence

The Mayor shall have precedence in all places in the Hertsmere borough provided that nothing shall prejudicially affect His Majesty’s royal prerogative. Subject to this provision, the place to be reserved for the Mayor shall be on the immediate right of the Chair or other person presiding. The Mayoress/Consort should be seated on the immediate right of the Mayor or on the left of the Chair. *The Mayor cannot and does not accept the Vice-Presidency of any club or association in the Hertsmere borough.*

### Speeches

The Mayor will, provided the necessary information has been provided beforehand, make a speech at your event. You should, when providing the details requested, also provide a copy of the toast list, order of events, etc. Mayoral speeches last between one and two minutes. **The information around which a speech will be prepared needs to be sent to us at least 10 working days before the event or engagement.**

**The Mayor may NOT be called on to make an impromptu speech and organisers are requested to avoid any possible embarrassment by making such requests.**

### Forms of address

The Mayor may well be known to you on a personal basis but on such occasions a degree of formality is called for. The following advice is correct and may be utilised to suit the occasion:

When addressing the Mayor - “Mr Mayor” or “Madam Mayor”. You can use the term “Your Worship” but this may well be too formal for most occasions.

When referring to the Mayor in a speech, refer to “The Worshipful the Mayor”. The form is correct whatever the sex of the Mayor.

If the Mayor is a man and accompanied by his wife, refer to her as “the Mayoress”. The use of the prefix “Lady” is not correct.

If the Mayor is female and accompanied by her husband, he is referred to as the “Mayor’s Consort”. If the Mayor is female and accompanied by someone who is not related to her and that person is male, the person concerned is referred to as the “Mayor’s Escort”. If the Mayor is female and accompanied by another female, the person concerned may well be known as “the Mayoress”.

The Deputy Mayor and Deputy Mayoress/Consort should only be referred to or addressed with regard to these designations. The rules relating to Consorts, etc, also apply to the Deputy Mayoralty.

Mayor and Mayoress/Consort and Deputy Mayor and Deputy Mayoress/Consort - it is neither correct nor appropriate to refer collectively to the holders of these Offices as “Your Worships”.

## Dress Codes

We anticipate that most events will be Smart Casual, Lounge Suits or Eveningwear. Please contact us for other requests. The Mayor or Deputy Mayor may wear traditional dress where appropriate to the individual.

### Smart Casual

A dress code of smart casual requires that you look smart but not overly formal.

Men should wear a jacket or blazer and flannels or chinos, not jeans.

A shirt and tie can be worn but an open collar is also acceptable.

Women should aim to be smart in a dress or skirt and top with a jacket or smart cover-up.

Avoid sportswear and wear smart shoes, never trainers. Equally don't be too formal; hats and evening gowns will look out of place.

### Lounge Suits

Lounge suits are normal business suits, worn for semi-formal occasions with a shirt and tie.

The equivalent for women is a skirt or trouser suit, cocktail dress or evening gown depending on the time of day and the occasion.

A hat is also appropriate, but not essential, for women at such occasions as a wedding or the races.

If 'lounge suits' are stipulated on an invitation, it is fine to ask your host if you need a little more clarification.

### Eveningwear

The dress code for an evening occasion will usually be specified as white tie, black tie or less frequently, lounge suits.

White tie is the most glamorous and formal of eveningwear and is usually reserved for official functions such as state banquets and ambassadorial functions. Ladies would usually be expected to wear a ball gown.

Black tie can be used to describe formal evening dress generally, but it requires a black dinner suit with a white dress shirt and black bow tie. For ladies, a cocktail dress (long or short) is appropriate.

Lounge suits are worn where formal dress is not necessary, and generally a suit, shirt and tie are still expected.

### Black Tie

**Gentlemen:** Black tie is sometimes referred to as 'dinner jackets', 'dress for dinner' and 'cravate noir' or in America, as 'tuxedos.'

Traditional black tie for men consists of:

* Black wool dinner jacket. Single-breasted with no vents, silk peaked lapels (or a shawl collar) and covered buttons.
* Black trousers - slightly tapered - with a single row of braid down each outside leg.
* White marcella evening shirt with a soft turn-down collar, worn with cufflinks and studs.
* Black bow tie must be hand tied; avoid novelty ties or colours.
* Highly polished or patent black lace-up shoes.
* Black silk socks, long enough to ensure that no leg will show between the trouser leg and sock when seated.
* A white silk scarf is an optional but traditional accessory.

***Top Tip:*** *cummerbands or low cut black evening waistcoats are rarely worn nowadays.*

**Ladies:** For ladies, a smart dress (such as a cocktail dress) is appropriate. It can be long or short, as long as it's not too short. It need not be black.

### White Tie

White tie is the most formal and rare of dress codes, worn in the evening for royal ceremonies and balls. It may also be specified for formal evening weddings.

White tie is sometimes referred to as 'full evening dress' or 'cravate blanche'.

**Gentlemen:** Traditional white tie for men consists of:

* Black single-breasted tail coat with silk lapels, worn unbuttoned (never to be confused with a morning coat).
* Black trousers to match the tail coat, with two lines of braid down each outside leg.
* White marcella shirt, worn with a detachable wing collar, cufflinks and studs.
* Thin, white, hand-tied marcella bow-tie.
* White marcella evening waistcoat - double or single-breasted.
* Black patent lace-up shoes and black silk socks.
* In Winter, a black overcoat and white silk scarf can be worn.

***Top Tip:*** nowadays, it is rare to wear a top hat and many see it as a pointless exercise as it is only worn en route to the event and therefore generally goes unnoticed.

### Ladies: For ladies, a long (never short), formal evening gown should be worn. Evening gloves are no longer compulsory.

### Morning Dress

Morning dress (or 'formal day dress') is the traditional dress for weddings and formal daytime events in the presence of The Queen, such as Royal Ascot and Trooping the Colour.

The morning coat has curved front edges sloping back at the sides into long tails. It is single-breasted with one button, and usually has peaked lapels. Black or grey morning coats are nowadays considered equally acceptable.

Although grey is the traditional colour for a waistcoat under a black morning coat, patterned or coloured waistcoats are also acceptable. Brocade is a common choice, although silk might be more comfortable at a hot reception. Single-breasted waistcoats should be worn with the bottom button undone. If the waistcoat is double-breasted, all buttons should be fastened. Avoid backless waistcoats as you will not be able remove your morning coat.

Trousers should be grey with a grey morning coat, or grey and black striped (or grey houndstooth) with a black coat. One pleat down the centre of each leg is traditional and flattering for slim men. Flat fronted trousers are therefore more suited to heavier men.

Morning dress should be worn with a plain shirt (traditionally white with a stiff turned down detachable collar), although cream, pale blue or pink is equally acceptable. It should be double-cuffed, with appropriate cufflinks. The tie or cravat is traditionally of heavy woven silk. Black or silver is traditional, but non-garish pastels are frequently worn.

Formal black shoes should be laced-up and highly polished, worn with black socks. Grey felt top hats are easier to come by than black silk ones. These are largely optional at weddings (except for the groom and his men). For the Royal Enclosure at Ascot they are obligatory and must be worn at all times.

***Top Tip:*** at weddings, top hats should be carried rather than worn inside the church or in official photographs.

### Hats

Hats are compulsory at a diminishing number of social occasions.

**Ladies:** Women should wear a hat to Royal Ascot and smart race meetings; hats are traditional but by no means compulsory at weddings and a matter of personal choice for christenings and funerals.

It is notoriously difficult to socially kiss while wearing a wide-brimmed hat. There is a knack to tilting the head at a suitable angle but two ladies both in wide brimmed hats should avoid such an 'intimate' greeting.

**Gentlemen:** Nowadays, gentlemen rarely wear hats except for morning dress, when grey felt top hats are de rigueur for the wedding party. They should be worn on the front of the head or carried under the arm, but should not be worn indoors or in the formal photographs.

For the Royal Enclosure at Ascot, however, they are obligatory and must be worn at all times. It's also important to perfect 'doffing' a top hat - raising it above the head to greet guests with real panache.