



Okehampton Town Council

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Hosting of Foreign Visitors at the Request of Local Organisations/Charities

Okehampton Town Council welcomes foreign visitors to the town and would be pleased to host a small informal reception on behalf of local organisations.

Any local Okehampton organisation or charity who is officially receiving foreign visitors can request a visit to the Council Chamber and an informal reception in the Charter Hall.

The Visit

The visit can comprise of a tour of the Council Chamber and a small informal reception in the Charter Hall. The Town Mayor will attend when possible, otherwise the Deputy Mayor or a Member of the Council will be present to show visitors around the Council Chamber and host the reception.

There will be no charge made to the organisation/charity and the Council will provide light refreshments in the form of tea/coffee and biscuits only, the cost of which will be funded from the Council's Civic Functions budget. Any other refreshments required will need to be provided by the organisation/charity, who will also need to make arrangements for the serving of the refreshments.

Request Process

Visits can be made to take place during normal council office opening hours the details of which can be found on the council website: www.okehampton.gov.uk

Requests can be made by completing the attached form which must be sent to the Town Clerk at least 14 days in advance of the proposed date.

Applications will be considered by the Town Clerk, or Assistant Town Clerk in her absence, to ensure that the facilities are available, there will be sufficient staff members on site and that the Mayor, or a Member of the Council is available to host the event.

Please send requests to:

Town Clerk
Okehampton Town Council
Town Hall
Fore Street
Okehampton EX20 1AA
townclerk@okehampton.gov.uk



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Request Form for Informal Reception for Foreign Visitors to the Town

Name of Organisation		
Name of Organiser		
Contact Details	Address:	
	Phone:	
	Email:	
Requested date of reception		Time
Please suggest alternative date		Time
Estimated number of attendees		
Please provide details about the visiting group and the nature of their visit to Okehampton		
Please give details of who will be attending on behalf of the organisation and who will be serving refreshments		