

HOSPITALITY FOR EXTERNAL ORGANISATIONS, BUSINESSES OR INDIVIDUALS		
Name:	Service Area (If Officer)	
Job Title: (if appropriate)		
Name and Address of Organisation, Business or Individual Accepting Hospitality		
Number of Guests:		
Estimated Cost:	Financial Code to be charged:	Method of Payment:
Nature of Hospitality		
Purpose of Hospitality		
Date and Venue of Hospitality		
Link/ Benefit to the Council		

I consider I have satisfied the criteria set out in paragraph 17 of [1.CM.070](#), Guidance Issued under the Code of Conduct for Members and Employees, to be authorised to offer the Hospitality outlined above.

..... Date:

(Signature of Applicant)

..... Date:.....

(Approved – Appropriate Officer, refer to [1.CM.070](#))