Thanet Visitor Information Service - The Droit House

The Drum Meeting Room

**Meeting Details**

|  |  |
| --- | --- |
| Date of Booking |  |
| Date of Meeting |  |
| Arrival Time |  |
| Departure Time |  |
| No. of People Attending |  |
| Meeting Title |  |

**Please indicate your meeting requirements (please tick):**

**Layout**

|  |  |  |  |
| --- | --- | --- | --- |
| Boardroom (max 16 people) | U-Shape (max 16 people) | Classroom (max 24) | Theatre (max 40) |
|  |  |  |  |

**Equipment** (*included in the price of hire*)

|  |  |  |  |
| --- | --- | --- | --- |
| Projector and screen  | Laptop hire  | Flipchart and Pens  | Lectern |
|  |  |  |  |

**Refreshments** - Selection of tea/coffees/fruit and herbal teas and biscuits. *(Water is provided free of charge)*

|  |  |
| --- | --- |
| £6 per head for full day booking |  |
| £3 per head for half day booking |  |

**Contact Details**

|  |  |
| --- | --- |
| Contact Name for Booking |  |
| Company/Organisation Name |  |
| Telephone Number |  |
| Email |  |
| Address for Invoice |  |
| Purchase Order / Reference to be included on Invoice |  |
| Please could you let us know how you heard about us and our facilities - Thank you! |  |

Please return completed booking forms to visitorinformation@thanet.gov.uk