

The Droit House
Meeting Room Booking Form

Booking Details

Date of Booking	
Arrival Time	
Departure Time	
Expected number of delegates	
Event Title	

Room Details

Boardroom/U Shape (up to 15 people)		PC/Projector	
Classroom (up to 24 people)		Flipchart/pens	
Theatre (up to 40 people)		Tea/Coffee/Fruit Tea/Water/Juice and Biscuits (£1.50 per head per serving)	

Contact Details

Company/Organisation Name	
Lead contact for booking	
Job Title	
Address for Invoice (inc. postcode)	
Telephone	
Email	
Reference no. for Invoice (Purchase Order)	

Once completed please return to visitorinformation@thanet.gov.uk or
Thanet Visitor Information Service, The Droit House, Stone Pier, Margate, CT9 1JD