

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