

Drum Theatre Function Room Booking Form



CONTACT DETAILS

Contact Name: _____

Company/Group: _____

Phone number: _____

Email : _____

Postal address: _____

Have you booked at the Drum before? Yes No

MEETING REQUIREMENTS

Name of meeting: _____

Proposed Date/s: _____

Venue Access Time: _____ Depart Venue Time: _____

No. of Guests: _____ No. of Presenters: _____

Preferred Function Room

Committee Room	Reading Room	Magistrates Room	Rehearsal Room
Foyer / Bar	Theatre		

Room setup

U-Shape	Cafe Style	Theatre Style	Other:
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Equipment

Data projector	Laptop	Flipchart	Whiteboard
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CATERING:

Do you require catering? Yes (Please indicate below) No

Breakfast	Morning Tea	Lunch
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Afternoon Tea	Tea / Coffee	Light snack
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