

AL DANA RESORT

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**BANQUET
REQUEST**

COMPANY: _____	Date of function _____
Contact person: _____	Address: _____
Tel.: _____	
Fax: _____	Visit to the Hotel _____
Function Room: _____	Date _____
	Time _____

Type of Function: _____	Deposit Amount: _____
No of Persons: _____ Max: _____	Authorized signature: _____
Arrival Time: _____	
End of function: _____	

SEMINAR REQUIREMENT					
Package	U. Price	Date from	to	Starting Time	Ending time
Morning break:	Detail	Timing	Afternoon break:	Detail	Timing
		/			/
		/			/
Lunch:		/	Other		/
		/			/
		/			/

OTHER FUNCTION							
<input type="checkbox"/>	Cocktail	<input type="checkbox"/>	Buffet	<input type="checkbox"/>	Out./ Catering	<input type="checkbox"/>	Other
Bar:	Detail	Timing	Wines / Liqueurs :	Detail	Timing		
Unit Price		/	Unit Price		/		
		/			/		
		/			/		
Dinner:		/	Others		/		
Unit Price		/	Unit Price		/		
		/			/		
		/			/		

SEP UP TYPE

Theatre Classerom U shape Square
 Cocktail Round T Rect. T Block T

EQUIPMENTS

Flipchart OH Projector W. Board LCD Projector
 Video Slide Proj. Lecturn Microphone
 Stage Sound Syst. Backdrop Disco Ligting

Ohters Equipent: _____

DECORATION

Flowers Ice Carving Banners Candler

Ohters Equipent: _____

SERVICE

Secretary Hostess Red carpet Photographe

Concierge & Noticeboard:	Special request

Booking taken by:

Date: