



EVENT ROOM CONFIRMATION FORM

Form A-2

**To book an Event Room please call First Call at 5-8000
This form only confirms existing reservations.**

**This form must be returned by the Member's office no less than 7 days after making a tentative booking with First Call by telephone.
Please use the "Email Form" button to submit or Fax to: First Call at 5-1038**

Member/Officer's Name:		Office Address:	
Staff Contact:		Phone:	
Event Date:			
Total Time - Start:		End: {Includes 1hr before (Set-up) & 1hr after (Clean-up) the event}	
Event Time - Start:		*End: {List the actual time of the event}	
<small>* Out of respect to other offices, please adhere to the end time of your event leave room clean and notify FirstCall at 5-8000 if event is cancelled.</small>			
Host Group\Event Name:			
Event Contact:		Phone:	Cell:
Type of Event	Breakfast	Meeting (no food)	Meet & Greet
	Lunch	Meeting/Cart Service (w/food)	Display/Exhibit
	Dinner	Briefing	Press Conference
	Reception (Stand-up)	Other _____	
Outside caterers must register with the House Call FirstCall at 225-8000	Caterer's Name:		
	Contact:	Phone:	
<p>- Groups that use an outside caterer or bring in outside food are subject to a fee in House Multi-Purpose Rooms 2168 RHOB 2103 RHOB, Rayburn Foyer, Rayburn Courtyard, 121 CHOB and 122 CHOB.</p> <p>- In-House caterers must be used in the Rayburn Banquet Rooms or the Rayburn and Longworth Cafeterias and a meal must be purchased during meal periods. (Outside catering may not be used)</p>			
Please specify room set-up A. Meeting Style Theater Conference B. Reception\Meal Standing Seated C. Exhibits\Displays Yes No D. Projector\Screen? Yes, I have submitted AV form	Rooms:		
	In-House Catering Required		Food Optional <small>(Fee if having outside food)</small>
	B-338 RHOB	LHOB Food Court	2103 RHOB 121 CHOB
	B-339 RHOB	RHOB Cafeteria	2168 RHOB 122 CHOB
	B-340 RHOB	Capitol H-117	RHOB Courtyard RHOB Foyer
B-354 RHOB	Capitol H-120		
B-369 RHOB			
Number Attending: _____		<i>To ensure event compatibility reference:</i>	
<p>By submitting this form, I certify that I am authorized by my employing Member/Officer of the House of Representatives to submit this request and that such Member/Officer is expected to be present at the event. The Member/Officer and I certify that the proposed use of the above room is for Congressional purposes and complies with the conditions of the House Office Building Commission Rules. If the Member/Officer is unable to attend the entire event, a proper representative from the office of the Member/Officer will be in attendance.</p>			
_____		_____	
Member of Congress/Officer of the House Signature		Date	
Office Use Only - Event Confirmed			Any questions may be directed to First Call in B-227 LHOB or call 202-225-8000
Date:	By:		