



**Legislative Research Commission  
Facilities Administration**

State Capitol Annex      Frankfort, Kentucky 40601      502-564-8100

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Please provide the information requested below along with the Meeting Room Agreement form to host a catered event in the Capitol Annex. Email [LRCRoomReservations@kylegislature.gov](mailto:LRCRoomReservations@kylegislature.gov) with questions.

**Catering Information Form**

**INSTRUCTIONS FOR EVENT:**

1. Provide a list of staff that will be in attendance for the event. (They will be issued credentials for security purposes. These credentials must be worn at all times and returned to the Facilities Administration Office in Annex 101 at the conclusion of the event. )
2. Park in one of the three spaces at the loading dock ramp for loading/unloading only. Otherwise, park in a capitol campus visitor's parking space.
3. Check in with annex loading dock staff to receive credentials.
4. Sign out cart(s) with loading dock area personnel to transfer items via the freight elevator to the appropriate room.
5. Return carts to loading dock area personnel.
6. Any leftover food may be brought to Annex 101 for staff distribution.

Date of Event: \_\_\_\_\_ Room #: \_\_\_\_\_

Choose a Time Slot:    ☐ Breakfast - 8:30 AM-10:45 AM    ☐ Lunch - 11:00 AM-1:15 PM

Name of Organization: \_\_\_\_\_

Event Contact Person: \_\_\_\_\_

Event Contact Email: \_\_\_\_\_

Event Contact Phone: \_\_\_\_\_

Name of Catering Service: \_\_\_\_\_

Catering Contact Person: \_\_\_\_\_

Catering Contact Email: \_\_\_\_\_

Catering Contact Phone: \_\_\_\_\_