



International House

EXTERNAL EVENT INFORMATION APPLICATION

*Only non-profit organizations and educational institutions are eligible to host events at I-House. You will be required to provide your 501c and Tax-Exempt forms. All events must be approved by the I-House Events Committee. Please complete and submit this form to **Claribel Pavlik** cpavlik@ihouse-nyc.org.*

Organization Name:	
Event Name:	
Organization Address:	
Contact Name:	
Contact Title:	
Office Phone:	
Mobile Phone:	
E-mail:	
Date of Event:	
Time & Duration of Event:	<small>*Please indicate AM or PM</small>
Nature of Event:	
# Participants	
Will you require catering?	
Will you require AV service?	
Room(s) requested:	
Comments:	

EVENT STAFF CONTACT INFORMATION

Space Rental: **Claribel Pavlik** cpavlik@ihouse-nyc.org 212.316.8453
 AV Tech: **Andrea De Luca** adeluca@ihouse-nyc.org 914.227.8718
 Catering (AVI): **Charles E. Johnson** cjohnson@avifoodsystems.com 914.606.1761
 To View Menu Options: ihouse.catertrax.com

Please visit our website for a virtual tour at: www.ihouse-nyc.org. Thank you.