



54 Fourth St., Chatham, ON N7M 2G2 • Tel. 519.352.7540 • Fax. 519.352.8741

BUSINESS AFTER HOURS HOSTING REQUIREMENTS

The format of Business After Hours is to provide a casual, light atmosphere with the focus on networking, in addition to providing an opportunity for the guests to visit one on one with the hosts and sponsors of the evening.

To successfully host a Business After Hours the following criteria must be met:

- Space to accommodate approximately 80 – 150 guests. A site visit by a Committee Member may be required prior to hosting confirmation.
- Provide **exclusive use** of premises from 4:30 – 7:00 p.m.
- Provide 3 Sponsor Tables, 1 Registration Table, 1 Prize Table, 1 Table for the hors d'oeuvres and also a beverage sales space (unless otherwise notified).
- On-sight P.A. system or advise us otherwise so that necessary arrangements can be made.
- Coat racks available (weather dependant).
- Removal of tables/chairs in order to allow standing room to promote networking atmosphere.
- Provide complimentary hors d'oeuvres and food supplies from 5:00 p.m. through to 7:00 p.m. Please Note: As guests will be arriving at varied times and enjoying an 'after work' beverage, a nice balance & selection is important.
- We suggest beverages be limited to beer, wine, wine coolers, and pop. Drink prices are left to the discretion of the host location. Alcohol sales to close at 7:00 p.m.
- Pay a hosting fee of \$150.00* (*subject to change)

The Chamber will utilize your logo to advertise your business as the host location for Business After Hours in the applicable newsletter(s). We will also organize the draw prizes for the event and make the arrangements for the radio personality that will emcee for the evening.

I/We agree to the Business After Hours Hosting Requirements as outlined above by the Chatham-Kent Chamber of Commerce.

Signature

Name (please print)

Date

Business Name

Business After Hours Hosting Date: _____