

## 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.
- Serve alcoholic beverages. There are two options to handle this:
  - 1) Purchase temporary liquor permit and handle all aspects of the bar yourself which would include purchasing the beverages, providing bar staff, glasses, etc.  
OR
  - 2) **MUST** utilize a fellow chamber member catering service or restaurant that would have a traveling liquor license and is capable of handling all your needs for the bar.  
Result of non-member catering use will result in additional fee of \$150.00. Please limit beverages to beer, wine, wine coolers, and pop/water. It is suggested the host set a reasonable cost for drinks. Alcohol sales to close at 7:00 p.m.
- Provide copy of liquor permit to the Chatham-Kent Chamber of Commerce office 7 days prior to event.
- Provide a variety of complimentary hors d'oeuvres and food supplies from 5:00 – 7:00 p.m. Please note: as guests will be enjoying a 'after work' beverage, a nice balance & selection is important.
- 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)

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business Name

Business After Hours Hosting Date: \_\_\_\_\_