



Host agreement for Business After Hours Event

Business After Hours proposed date	
Host--Chamber member company name	
Proposed event location (note if this is at another business's facility)	
Contact for event Name	
Phone	

As host of an official Chamber Business After Hours event we agree to the following terms

A. Space where the event will be held

- Space will accommodate 100 or more people comfortably.
- Space will be separated from regular business activity that would distract from the event.
- Space will be configured so that attendees can enter from only one place allowing for a reception table to be set up, so that all attendees can be greeted and signed in.
- There will be place within the facility that 100 or more attendees can gather for the official presentations and can hear the speaker.
- Parking will be adequate to handle 100 or more people and will be clearly marked.

B. Entry to the Business After Hours

- We will provide a list of up to ten key management people, staff and clients to receive free passes and we understand that all other attendees will be charged the standard Business After Hours fee at the door. (Our guests that do not have free passes will be charged the "member rate".)
- We understand prices are to be set by the Chamber estimated at \$5.00 for members and \$10.00 for non-members, and that special promotions sometimes will be offered.

C. Food and beverage

- We will serve "heavy" appetizers or light dinner to all attendees, and if we do so through a caterer or restaurant we will use Chamber member restaurants and caterers (unless other arrangements are made through the Chamber staff). We will also provide adequate serving utensils, plates, napkins, etc.

- We will serve beverages to all attendees. At a minimum: we will provide several varieties of soft drinks and bottled water, and provide ice and cups provided. Service of alcoholic beverages is optional.

D. The Program

- We understand the Chamber will run a program of 10 to 20 minutes, including introductions of VIPs and new members and announcements, and that the program will include an opportunity for the host to do a briefing or presentation about our business limited to about five minutes and that door prizes will be given during the program.
- We will provide a PA or sound system adequate for the anticipated crowd.

E. Door prizes

- We will provide three significant (value of \$25 or more) door prizes and up to four other door prizes of lesser value and we understand the Chamber will also solicit door prizes from other members.

F. Promotion prior to the event

- We will produce a flyer or brochure promoting the event to go in the *Camarillo Business Journal* mailing during the month of the event and for distribution at various activities including the previous month's Business After Hours. 1400 copies will be delivered to the Chamber office by the 17th of the month prior to the host's event.
- We will also promote the event in other ways including using methods suggested by the Chamber in the Business After Hours policy.

G. Security

If host cancels this agreement during the 30 days prior to the scheduled date, Host agrees to pay the Chamber a fixed amount \$200, which will allow the Chamber to obtain a replacement host and to publicize the change.

We will / will not serve alcoholic beverages.

I have read and agree to the above terms,

Representing the Host business

_____ Signature

_____ Print name

_____ Date

Chamber representative

_____ Signature

_____ Date