



## CATERING/VENUE AGREEMENT

This Agreement is made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the Lake Nona Regional Chamber of Commerce, Inc., (the "Chamber") and \_\_\_\_\_, with a principle place of business located at \_\_\_\_\_ (the "Member Host") who agrees as follows:

1. Breakfast Connection and Business Luncheons are chamber sponsored events that include food, speaker presentation and networking for chamber members and guests. They are intended to showcase a member restaurant or meeting space and caterer. The Member Host is invited to provide the venue and host:

- a. \_\_\_\_ Breakfast Connection (2<sup>nd</sup> Thursday, from 8:00 a.m. - 9:30 a.m.)
- b. \_\_\_\_ Business Luncheon (4<sup>th</sup> Friday, from 11:30 a.m. – 1:00 p.m.)

to take place at \_\_\_\_\_, Orlando, FL 32\_\_\_\_, on \_\_\_\_\_, 20\_\_.

2. Acceptance of Event. When this Agreement is signed by the Chamber's authorized officer, this Agreement shall become effective and binding on the Chamber, subject to its terms and conditions.

3. Requirements and Guidelines. The following is a list of requirements and guidelines for this Event:

a. The location listed above for the Event must be licensed and approved by all applicable governmental agencies to have legal occupancy of at least sixty-five (**65**) people.

b. Catering for the Event must include a variety of foods to allow for diets that are gluten free, dairy free and vegan.

c. The venue and catered meal for the Event must be setup 30 minutes prior to the start of the Event. The agreed catering cost shall be: Breakfast \$\_\_\_\_per attendee, or Lunch \$\_\_\_\_ per attendee. A Chamber representative will provide an estimate of the number of attendees one week prior to the Event and an update two days prior to the Event.

d. The venue must have free WIFI accessible for all attendees and three 6-foot long tables with three chairs for the Chamber's representatives to register and check-in attendees and the Event sponsors.

e. Please check one if you have any of the following available: \_\_\_\_screen, \_\_\_\_projector, \_\_\_\_sound system.

f. With the execution of this Agreement, the Member Host will provide the Chamber the following electronic materials:\*

- The Member Host's digital company logo(s); and
- At least 3 marketing digital photographs for the Member Host in PNG format.

\*These photographs may include the venue, menu items, featured hors d'oeuvres, etc.

\*Please note the Chamber may use all or a portion of this information for its promotional materials for the Event.

4. Compliance with Law. The Member Host shall comply with all applicable governmental rules, regulations and laws applicable for the Event, including, without limitation, the service of alcoholic beverages and food.

5. Drawings. The Member Host may provide drawings and prizes for the Chamber's attendees at the Event, but is encouraged to limit such drawings and prizes to no more than five (5) to maximize networking opportunities. Please specify if you will be donating drawing prize(s):

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6. Chamber's Staff. The Chamber shall have at least one member of its staff present to support this Event, who will arrive at the location approximately one half (½) hour before the Event is scheduled to commence and stay approximately one half (½) hour after the Event is scheduled to conclude. The Chamber's staff will take photographs at the Event for publication, register walk-in members of the Chamber, check-in pre-registered members of the Chamber and provide name tags or badges for each attendee. The Chamber will also have at least one of its Ambassadors present at the Event to assist with welcoming members and visitors.

7. Promotion. The Chamber will promote the Event in its monthly newsletter, Constant Contact Email blast, and on the Chamber's website and Facebook page at least once prior to the Event. A photograph of the Event will also be posted on the Chamber's website and Facebook page. The Chamber will also email an announcement of the Event to the Chamber's Board of Directors and Government members at least once prior to the Event.

8. Indemnification. The Member Host assumes any and all liability for any damages, injury and claims relating the Event, including the service of alcoholic beverages. The Member Host agrees to indemnify and hold the Chamber and its Staff, Directors, Officers and Ambassadors harmless from and against any and all loss, damages, claims, lawsuits, actions, liability, debts, attorneys' fees, costs, litigation expenses, interest, late charges, demands, suits and judgments arising out of or relating to the Event.

9. Independent Status. The Member Host shall have complete control over the Event and nothing contained in this Agreement shall be construed to create any legal partnership or joint venture with the Chamber.

10. Limitation of Liability. UNDER NO CIRCUMSTANCES WHATSOEVER SHALL THE CHAMBER BE LIABLE TO THE MEMBER HOST OR ANY OTHERS FOR COMPENSATORY, CONSEQUENTIAL, INCIDENTAL OR SPECIAL DAMAGES IN CONNECTION WITH THE FT EVENT, INCLUDING, BUT NOT LIMITED TO LOST PROFITS.

11. Limited License to Use Chamber's Name. Subject to the terms and conditions contained in this Agreement, the Chamber hereby grants the Member Host a non-exclusive limited license to use the Chamber's name solely in connection with the promotion of the Event on the date and for the times set forth above in paragraph 1 above.

12. Acknowledgement. The Member Host's signature on this Agreement constitutes the Member Host's acknowledgement that the Member Host has read, understood and shall abide by all terms and conditions of this Agreement.

**\*Please return the entire signed agreement with required attachments and information as noted in Paragraph 3f. to:**

[Administration@lakenonacc.org](mailto:Administration@lakenonacc.org)

**The Member Venue/Caterer**

By: \_\_\_\_\_  
(Signature of authorized agent)

\_\_\_\_\_  
(Print name of agent)

**The Chamber**

By: \_\_\_\_\_  
(Signature of authorized officer)

\_\_\_\_\_  
(Print name of officer)