



**2017 NETWORK NIGHT
SPONSORSHIP AGREEMENT**

Business/Organization: _____

Main Contact: _____ **Title:** _____

Phone Number: _____ **Email:** _____

Location of Network Night (specifically): _____

In Collaboration with (if applicable): _____

Date for Network Night: _____

CRITERIA FOR HOSTING NETWORK NIGHT:

- Network Night host must be a Greater Reston Chamber of Commerce (GRCC) member in good standing.
- **\$850 sponsorship fee** is payable to the Greater Reston Chamber of Commerce **60** days prior to event date.
- Signed contract and non-refundable deposit of **\$350** is required to confirm Network Night date.
- Facility must be able to provide a private area for the event (separate room or sectioned off space from general public) to comfortably accommodate approximately 120 people.
- Event host must be able to provide light refreshments for approximately 120 people during the event (i.e. water, sodas, and assorted hot and cold finger foods).
- Event host must provide alcoholic beverages (beer & wine at minimum) for approximately 120 people.
- PA system is desirable; the Chamber will provide a portable unit.
- Facility must provide one 6' or 8' tables or similar with two (2) chairs and trash can to accommodate registration.
- Event host must provide at least one (1) grand door prize for the Network Night drawing (gift certificates, merchandise, etc.).
- Event host may request an attendee list two (2) days before the event.
- Event host may hire GRCC members for Network Night services (i.e. catering, décor, rentals). GRCC will provide a list of vendors upon request.
- Event host is responsible for any and all liability for the event.
- Event host may invite customers to attend complimentary, as long as they are not current GRCC members. If they are GRCC members, either the host or the individual

member will need to pay the registration fee. Guest list must be provided on or before the Friday before Network Night.

STANDARD INFORMATION RELATIVE TO NETWORK NIGHT:

- GRCC Staff is available to provide planning advice and counsel.
- Network Night is held every fourth Tuesday of each month (unless otherwise posted).
- Network Night occurs between 5:30 – 7:30 p.m.
- GRCC will conduct a site visit to discuss logistics once the Network Night date is confirmed.
- GRCC staff will collect an admission for the event.
- GRCC assumes responsibility of promoting the event to its membership through its website, emails and social media.

Please note that Network Nights are a highly sought after program and the Chamber cannot accommodate every request. The Chamber reserves the right to change Network Night dates and sites as needed. Adequate notice (30 days) will be given when a change in venue or schedule is necessary.

Applicant's Signature:

Date Submitted:

GRCC's Confirmation:

Date Approved:

If you have any questions, please contact: Ashleigh Dorfman, Events & Development Director, at ashleighd@restonchamber.org or 703-707-9045.