

Business After Hours 2018 Host Application Form

The submission deadline for Business After Hours host applications is November 3, 2017.

Representative Name: _____
Phone: _____
Email: _____
Company: _____
Address of Host Location: _____

What month would you prefer to host the event? Is there any specific reason (i.e. anniversary)?
(No Business After Hours is held during January or October)

First Choice: _____

Second Choice: _____

Third Choice: _____

Host must provide food and at least 2 beverages per person.

Will you provide alcoholic beverages ____ Yes ____ No

Would your location be able to accommodate 85-100 guests ____ Yes ____ No

What is the maximum capacity of your location? ____ Interior ____ Exterior

If you do not have enough room to accommodate 85-100 guests in the interior of the facility please explain how you plan to accommodate the guests:

How many vehicles can your parking accommodate: _____

If you do not have adequate parking:

A) Will you provide shuttle service from an auxiliary parking area ____ Yes ____ No

B) Will you arrange for overflow parking at a neighboring location ____ Yes ____ No

If your location is selected as a host site you will be sent a contract. A \$100 deposit will be due with your signed contract to guarantee your site as a host. If your organization provides alcoholic beverages during the contracted event, the \$100 deposit will be refunded following the hosted event.

If you are interested in hosting a Business After Hours event please complete this form and email it to holly@garrettchamber.com or fax it to 301-334-8073 by November 3, 2017. If you have any questions please call Holly Lane at 301-387-6171.