



Business After Hours Hosting Agreement

Host Name: _____

Contact Name & phone: _____

Location Address: _____

BAH Date:

SITE DETAILS:

Does your facility have a P/A system? Yes No

Are there any parking restrictions or limitations that will interfere with all attendees' ability to park onsite?

Do you plan to host the event inside, outside, or both? Inside Outside Both

-If outside: do you have an indoor space available in the case of bad weather? Yes No

For marketing purposes, please provide a description of the food you plan on serving (due one month before the event):

Optional: If you plan to provide any of the following please let us know. (theme, music, table coverings, decorations, complimentary alcoholic beverage, etc.) Please list (due one month before the event):

HOST RESPONSIBILITIES

- Provide space for approximately 30 - 40 guests to network
- Provide appetizers & non alcoholic drinks (water, soda, etc.) for approximately 30 – 40 guests

The host has the opportunity to speak to the group for 2 to 3 minutes.

For our Registration purposes, please provide - (1) 6' tables / (2) chairs / (1) trashcan

For our Expo Table purposes, please provide - (3) 6' tables

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CHAMBER RESPONSIBILITIES

- Advertise each week in the “Monday Matters” in the month leading up the event
- Advertise the event on the chamber’s website and web calendar
- Send at least one event eBlast
- Provide staff for registration table
- Will provide P/A system if you don’t have one
- Contact Host a week before and the day before event with estimated attendance.

BAR INFORMATION

- If your facility has a bar:
 - You may sell alcohol at your normal prices (all bar sales belong to mixer host)
 - Your facility is responsible for staffing the bar
 - Please provide non-alcoholic options as stated above

PLEASE NOTE

- The Wheaton Chamber of Commerce reserves the right to cancel or reschedule the event.
- The Wheaton Chamber of Commerce can offer other members the opportunity to purchase an expo table at the BAH (maximum of 3). All proceeds from the sale of expo tables belongs to the Wheaton Chamber.
- Host may not seek out sponsors for the BAH without prior consent of the Wheaton Chamber of Commerce.
- Host may partner with other members to host the BAH, but must seek prior approval from the Wheaton Chamber of Commerce.
- BAHs are Chamber of Commerce events. As such, the chamber reserves the right to allow member companies to display materials at BAHs.
- Host may not allow non-members to display brochures, products, or any materials at the BAH without prior approval by the Wheaton Chamber of Commerce.
- Networking will take place from 5:00pm- 7:00 pm.

I, _____, of _____ agree to the above details and responsibilities.

Host Signature: _____