



2024 Business Before Hours & Business After Hours General Hosting Agreement

The 2024 Business Before Hours and Business After Hours hosting opportunities are available exclusively to member companies of the McLean County Chamber of Commerce. The Chamber reserves the right to reject any proposal which may not meet the criteria below; including limitations to space, parking, food & beverage, or amenities.

Host: _____

Location of Event (address): _____

Event Date: ____/____/2024

Host Requirements:

Please check each box below acknowledging that _____ agrees to adhere to these guidelines.

- ☐ Host membership **must be in good standing** with the McLean County Chamber of Commerce when booking and hosting the event.
- ☐ Hosts of this event are welcome to invite non-Chamber member guests. Non-Chamber members may be added to a contact list for inquiry about Chamber Membership.
- ☐ **All catering must be provided by a current chamber member in good standing.** Check the Chamber's Membership Directory for a comprehensive list of current Chamber Members in the Food & Beverage, and Catering industries.
- ☐ Host & caterer must meet all state and local requirements for hosting such an event, including Health Department and Liquor Code requirements.
 - ☐ Food and beverage for approximately 100 attendees.
- ☐ Hosting Business Before or After Hours is a cost of \$500 that will be required to be **paid in full PRIOR** to the event with an initial \$100 *non-refundable deposit due at signing*.
 - Your initial \$100 deposit is required to reserve your date as offered. Your Business Before or After Hours date is not reserved until we have received the initial \$100 deposit.
 - The remaining \$400 balance is due no later than one month before the date of your event, and can be paid in full at the time of your initial deposit (\$500 total). If the full balance is not received one month before your hosting date, we will re-open the date for offer to other hosts.
- ☐ Adequate space for approximately 100 - 150 people.
- ☐ Parking availability for approximately 100 - 150 people.

- ☐ Coat rack (if applicable) availability for approximately 100 - 150 people.
- ☐ Registration table skirted with 2 chairs located at the entrance to the event (not the entrance of the facility).
- ☐ High top tables or tables with LIMITED chairs (remember, this is a networking event).
- ☐ Minimum of one door prize valued at \$30.
- ☐ Logo provided in '.jpeg' or '.png' format to the Chamber's Marketing & Communication Manager at chamber@mcleancochamber.org
- ☐ Site visit with Chamber Staff to provide walk-thru of the facility prior to event if needed.
- ☐ Host is welcome to partner with other Chamber Members, in good standing, to co-host the event and both companies will be promoted.
- ☐ Any outdoor venue will be required to have a secondary location in the event of rain/weather.
- ☐ In the event of a natural disaster requires the Chamber to cancel your event, you will receive a FULL refund and a guaranteed placement for the next year.

Chamber Requirements:

- Promote event and host through:
 - Monday Morning Coffee emails
 - Social media
 - Our online Chamber 'Calendar of Events'
- Provides host an electronic membership list at the beginning of the month of event (does not include email addresses), provided that the appropriate payments have been met.
- Coordinates volunteers to work the registration table for the duration of the event (7:00am – 8:30am for Business BEFORE Hours) (4:30pm – 6:30pm for Business AFTER Hours)
- Collects business cards at the registration and emails the host an Excel spreadsheet of those in attendance no later than one week after the event.

Host Information:

Main Contact: _____

Phone: _____ Email: _____

Secondary Contact: _____

Phone: _____ Email: _____

On behalf of _____, I agree to comply with the above hosting requirements.

Company/Organization Rep Signature

Company/Organization Rep Printed Name

Date _____

Other:

Any other information the Chamber should be aware of before moving forward with your event.

For specific questions, please reach our Events Manager at 'jessica@mcleancochamber.org' or (309) 829-1188.

For internal use only:

- | | |
|--|-------------|
| <input type="checkbox"/> Deposit Paid | Date: _____ |
| <input type="checkbox"/> Hosting Date Confirmed | Date: _____ |
| <input type="checkbox"/> Website/Calendar updated | Date: _____ |
| <input type="checkbox"/> Complete Payment Received | Date: _____ |
| <input type="checkbox"/> Site Visit Complete | Date: _____ |
| <input type="checkbox"/> Logo Received | Date: _____ |