

## 2011 Business After Hours Hosting Agreement

The 2011 Business Before Hours sponsorships are available exclusively to member companies of the McLean County Chamber of Commerce.

Host: \_\_\_\_\_ Event Date: \_\_\_\_\_

### 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 so long as they provide the Chamber with a list, no less than one week in advance of the event, to be used at the registration table
- All catering must be provided by a current chamber member in good standing
- 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 150 attendees
  - Alcoholic beverages may be provided as a cash or open bar at the host's discretion
- Hosting Business After Hours is a cost of \$500 that will be required to be **paid in full PRIOR** to the event with *\$100 non-refundable deposit due at signing*
- Adequate space for approximately 150 people
- Parking availability for approximately 150 people
- Coat rack availability for approximately 150 people
- Registration table skirted with 4 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 \$25
- Logo provided in jpeg format to the Chamber's Membership Director, [dawn@mcleancochamber.org](mailto:dawn@mcleancochamber.org)
- Site visit (Membership Director will walk-thru the facility 30 days prior to event)
- 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
- No rain/snow dates – in the event that weather requires the Chamber to cancel your event, you will receive a FULL refund and a guaranteed placement for the next year

(more)



