

# PUTNAM COUNTY CHAMBER OF COMMERCE BUSINESS AFTER HOURS SPONSOR AGREEMENT

Please read the following agreement, sign, copy and return the original to the Chamber.

## General Rules & Information...

- Business After Hours may be hosted by members in good standing only.
- Business After Hours may be hosted by more than one sponsor, however all must be Chamber members and the Chamber must be notified of each sponsor.
- Business After Hours may be held on the premises of the host, or at any Chamber member facility/location designated by the host, if appropriate, and the location must be approved by the Chamber.
- The host/sponsor is responsible for all costs associated with hosting Business After Hours.
- The host/sponsor is requested to purchase event supplies from Chamber member vendors. We cannot allow non-member businesses any promotional benefits or recognition at the event. Chamber staff can supply you with the names of member caterers, florists and other service providers at your request. Speaking opportunities are limited to Chamber official and sponsor.
- Events/activities scheduled during Business After Hours are subject to Chamber approval.
- Business After Hours is held the 3<sup>rd</sup> Thursday of the month, from 5:30 – 7:00 PM.

## Host/Sponsor Responsibilities...

- All arrangements for the facility, catering, liquor, bartenders and audio/visual equipment, if required, are the responsibility of the host/sponsor, therefore, the host/sponsor has the flexibility to make the event as elaborate or simple as they desire.
- The host/sponsor is responsible for providing complimentary beer and wine and/or an open bar. Sponsor is responsible for making arrangements for the attended bar and providing non-alcoholic beverages. Any variation (i.e. a non-alcoholic event) must be approved by the Executive Committee two months prior to the event date.
- Host/sponsor must send their company logo and the menu to be served during Business After Hours, to the Chamber at least 30 days prior to the event.
- A registration table and trash container should be set up near the entrance for Chamber use.
- The sponsor should provide at least one door prize to be awarded during the event.
- Any and all liability for the event is assumed by the host/sponsor.
- In the event of unforeseen situations that warrant cancellation, the host/sponsor must notify the Chamber at least 60 days prior to the scheduled Business After Hours.

## Chamber Responsibilities...

- The Chamber assumes responsibility of promoting the event to membership.
- The Chamber will produce/mail the invitations, staff the registration table, and collect cards for the drawing.
- The Chamber retains the right to deny event entry to non-members who are not designated guests of the host/sponsor.

**I agree to abide by the above Business After Hours policies. Failure to observe these policies may result in forfeiture of hosting privileges.**

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**Name of business hosting Business After Hours**

**Today's Date**

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**Host Business Representative**

**Title**

**Phone**

**Email**

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**Physical address where Business After Hours will be held**

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**Host Signature**

**Laura Pavlus, President**