

Metro South Chamber of Commerce "Business-After-Hours" Guidelines

Purpose:

"Business-After-Hours" (BAH) are opportunities for Chamber members to network with a variety of businesspeople in an informal atmosphere. The hours for this reception are typically 5:00-7:00 p.m. The average attendance runs between 75-125 members.

Responsibility of Host:

1. Host's membership must be in good standing to qualify to host an event. The reception cost is \$850.
2. Provide table and chairs for registration, and table or other area for display of members' business cards, brochures, and Chamber literature.
3. Provide complimentary hors d'oeuvres of your choice. A list of Chamber-member caterers is available if needed.
4. Offer complimentary beverages. Beverages may include beer, wine, mixed drinks, or non-alcoholic beverages. A cash bar may be provided for alcoholic beverages.

If a caterer is not being retained and alcohol is being served, a one-day liquor license MUST be obtained. To receive a permit, allow for filing time. The permit must be applied for 21 days in advance of the day of the event. A permit can be obtained from your Town Manager or License Commission (check your town's site for more info). Please consult your insurance company regarding liquor liability. The Chamber should be listed as "additionally insured".

If you are looking to have a bartending service serve your beverages, we recommend you reserve with a vendor as far in advance as possible. These types of companies tend to book well in advance of events.

5. We suggest a promotional mailing to Chamber members. We will provide the mailing labels at no cost. Mailing labels will be sent once payment for sponsorship is received. **Promotional mailings should be developed in cooperation with and approved by the Chamber before mailing.**
6. Small businesses may host joint receptions with other members to share the expense of the mixer. We can gladly provide a list of restaurants and caterers for your use.

Responsibility of Chamber:

1. Promotion of reception through the Chamber's media.
2. Collect minimal registration fee (as revenue for the Chamber) and record attendees as member, guest, or non-member. Fee does not apply to attendees when choosing to host a VIP reception.
3. Welcoming announcements and introduction of sponsor.
4. Formal closing remarks at 6:45 p.m., thanking the host, by a Chamber Officer, Director and/or staff member.
5. Provide name badges for Chamber members who are attending the reception.
6. Make information about Chamber membership available for prospects at the information or registration desk.

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Options:

1. The host will be responsible for door prizes (i.e. bottle of wine, gift certificate.) Business cards may be retained by the reception host for marketing purposes.
 2. During welcoming remarks, the host may give a short (1-2 minutes) description of the business and introduce staff members.
 3. After the formal closing by the Chamber at 7:00 p.m. the host may elect to continue the event.
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Event: Business-After-Hours (or VIP)

Date:

Time: 5:00-7:00pm

Host:

Location:

A signed copy of this form and payment in full must be received in the Chamber office to confirm your sponsorship.

I understand both the responsibilities of the Chamber of Commerce and our business as the host of a "Business After Hours" reception.

Host Representative Signature

Date

Chamber Representative Signature

Date

PLEASE FILL IN PAYMENT INFORMATION BELOW – SELECT ONE: \$850.00

☐ Check

☐ Cash

☐ Credit Card

☐ Invoice Me

CREDIT CARD INFO (IF APPLICABLE – SELECT ONE):

☐ Visa

☐ Mastercard

☐ Amex

☐ Discover

Name on Card: _____ CC# _____

Expiration Date: _____ Security Code: _____

Billing address: _____

Authorized Signature: _____ Date: _____