



ST. CATHARINES-THOROLD CHAMBER OF COMMERCE

BUSINESS AFTER 5

PLANNING GUIDE & HOST AGREEMENT

Thank you for your interest in hosting an upcoming Chamber of Commerce **Business After Five** event. The creativity of our members and hosts has enabled this Chamber event to become the most popular networking event in our community. We will be pleased to work with you to ensure a favourable return on your investment.

In order to host a Business After 5 you & your company must be able to provide:

- a wheelchair accessible venue suitable for 100 - 130 people.
- adequate parking & washrooms for guests
- light snacks/appetizers
- alcoholic and/or non-alcoholic beverages (one or two beverages per guest)
- plates, glasses, napkins, etc as necessary
- staff to serve drinks & food
- 2-3 door prizes (for business card draw)
- microphone for presentation
- tables & chairs for registration area
- tables for literature and prizes
- \$100 administration fee
- Special Occasion Permit (if necessary)
- Certificate of Insurance with St. Catharines - Thorold Chamber of Commerce named as additional insured

For your Business After 5 the St. Catharines - Thorold Chamber of Commerce will provide:

- ◆ promotion of your business as our event sponsor on our website, flyers and e-blast to over 1000 members
- ◆ staff at the registration table
- ◆ an opportunity to address to guests during our program (maximum 10 minutes)
- ◆ attendee business cards

Upon receipt of the administration fee and confirmation of your date our event coordinator will meet with you or a member of your staff to assist in the planning and offer helpful tips to ensure the event is a success. Payment of administrative fee guarantees your date.

Phone: 905.684.2361

www.sctchamber.com

Fax: 905.684.2100



ST. CATHARINES-THOROLD CHAMBER OF COMMERCE

BUSINESS AFTER 5

HOST AGREEMENT

Tentative BA5 Date:

Company: _____

Contact Name: _____

Address: _____

City: _____ Postal Code: _____

Tel: _____ Fax: _____ Email: _____

Event Location: (select one)

same as above other: (please specify) _____

Administrative Fee:

I understand that a \$100 administrative fee is due upon booking. This fee guarantees the date and is non-refundable. Date is not confirmed until payment is received.

Sound System: (select one)

I will provide microphone and sound system.
 I would like the chamber to provide microphone & sound system
(rental fee of \$50+tax will be billed to host business)

Podium: (select one)

I will provide a podium.
 I would like the Chamber to provide a podium.
(rental fee of 10+tax will be billed to host business)

Payment:

Invoice Visa Mastercard

Cardholder Name: _____ Expiry Date: _____

Credit Card Number: _____

Signature: _____