

## Business After-Hours Contract

The Business After-Hours program of the Belton Area Chamber of Commerce serves two purposes:

- Allows the Host(s) to showcase their business, services and facilities to the business community.
- Offers Chamber members the opportunity to meet one another and network in a casual, relaxed atmosphere.

The following provisions and guidelines have been established to assist in the positive outcome of the Business After-Hours program:

### Provisions:

- The Host(s) must be an active Chamber member in good standing.
- The guidelines listed must be followed.
- The Chamber is responsible for marketing the Business After-Hours event via email newsletters, social media, and the Chamber's online Community Calendar.
- Host must email their logo to [michele@beltonchamber.com](mailto:michele@beltonchamber.com) to be included in promotions of the Business After-Hours event. Email notices will be sent out at least twice to members.
- If the Host(s) wish to send out additional invitations/promotions, they are responsible for the design of their invitations which must include the Chamber's logo. The invitations must be approved by the Chamber before being used. The Chamber's phone number, 254-939-3551, and email address, [info@beltonchamber.com](mailto:info@beltonchamber.com), should be included for any questions

### Guidelines:

- Sponsorship fee for Business After-Hours is \$500 to be paid to the Belton Area Chamber of Commerce in full, in order to secure the date of the event the member business is wishing to host. The fee can be split if more than one member is hosting. A non-refundable cancellation fee of \$100 will be assessed for those having cancel. If cancelling less than 30 days from the scheduled event, the Chamber shall retain half of the hosting fee of \$250. The full balance of \$500 must be paid full at the time of scheduling in order to confirm the event.
- The space where the Business After-Hours is planned should be able to accommodate up to 100 people.
- Parking area should be designated that is adequate, safe and well lighted.
- If an outdoor Business After-Hours is planned, an alternate plan must be developed in case of bad weather.
- Door prizes are to be provided by the Host(s). The Host(s) can also secure them from other member businesses. The event will include a program with the following agenda: welcome, introductions of new members and special guests, announcements, drawings for door prizes, and an opportunity for the host(s) to briefly speak about their business.
- The Business After-Hours events are usually held on the first Thursday of the month from 5:15-7:00pm, although the date and time is negotiable.
- Easy to serve/handle finger foods or hors d'oeuvres are recommended. It is very important to have enough food and beverages. Recommended beverages include beer, wine, soft drinks or punch. Beverage tickets or cash bar are recommended for liability purposes for the event.
- Host(s) should also have music playing at the event in order to promote a festive atmosphere. Live or recorded music is acceptable. If a sound system is needed, please contact the Chamber office for assistance.
- The Chamber staff and Ambassadors will handle registration, which includes nametags and collection of business cards. The Host(s) is/are responsible for supplying one registration table and trash can for registration. Following the event, the Host(s) has/have the option to keep the business cards collected for future opportunities.

**2020 Business After-Hours Agreement**

**I have read and understand the guidelines. By signing this agreement, I am committing my business to host the Belton Area Chamber of Commerce Business After-Hours on the designated date below.**

***Please fill in the information below:***

Date of Business After-Hours: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Member Business Name: \_\_\_\_\_

Member Business Representative: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chamber Rep. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***If co-hosting the event:***

Member Business Name: \_\_\_\_\_

Member Business Representative: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chamber Rep. Signature: \_\_\_\_\_ Date: \_\_\_\_\_