



## Application to Host a 2016 Basalt Chamber Business After Hours

Thank you for your interest in hosting Business After Hours (BAH). This is a networking event for Chamber members and their guests to come together, network and build our business community. For hosts, the BAH is an ideal opportunity to showcase your business, get free marketing visibility and to get to know other Chamber members!

Please fill out this application and return by Friday, December 11. If chosen you will be asked to sign a contract and will be responsible for a \$100.00 refundable deposit payable to the Chamber upon acceptance. Preference will be given to businesses that have not hosted a Business After Hours in the last 12 months but we welcome and will consider all applications.

Primary host \_\_\_\_\_ Contact \_\_\_\_\_

Business Address \_\_\_\_\_ Event Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

List the months you prefer to host in order. The selection committee will make the final decision.

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

Anyone participating in any capacity (co-hosts, caterers, businesses providing door prizes, etc.), must be members of the Basalt Chamber. The Hosts will provide beverages, beer, wine, and appetizers, all paper products and a minimum of 3 door prizes to be given away. Please think about and describe how your event will stand out? What kind of entertainment will be provided? Will there be a theme? Who will be your co-hosts?

Entertainment \_\_\_\_\_

Theme \_\_\_\_\_

Food/Caterer \_\_\_\_\_

Drinks-Non-alcoholic \_\_\_\_\_

Drinks-Alcoholic (Wine, Beer, Special Cocktail) \_\_\_\_\_

Co-hosts: (1) \_\_\_\_\_ (2) \_\_\_\_\_

(3) \_\_\_\_\_ (4) \_\_\_\_\_

## Business After Hours Host Responsibilities

- The Host, Co-Hosts and Caterer must be members of the Basalt Chamber (Bring in a new member and receive a \$25 Chamber credit toward your membership)
- The Host and Co-Hosts will provide beverages, beer, wine and appetizers for 70-90 guests, including all paper products, silverware, cups, napkins, etc.
- The Host will organize a minimum of three (3) door prizes to be given away.
- The Host and Co-Hosts are encouraged to provide promotional materials for the guests.
- **The Host and Co-Hosts are encouraged to advertise the event and send out announcements/invitations directly to clients, customers, patients, etc. about the event.**
- The Host is to sign page one (1) of the contract and provide a copy to the Chamber before the agreed month is officially assigned.
- The Host is responsible for having all Co-Hosts read the contract and sign on page two (2) of the contract at least 90 days before the event date and preferably upon acceptance. This ensures adequate time to market the event and give maximum exposure to all hosts.
- The Host must provide a descriptive business paragraph and logo to the Chamber at least 90 days before the event date for the newsletter and e-blast, and other marketing.
- The Host must ensure that all co-hosts provide a business paragraph and logo to the Chamber 90 days before the event date.
- The Host is responsible for arranging meetings with all Co-hosts to determine a theme and budget for the event at least three (3) months in advance. (A Chamber representative would be happy to attend to answer any questions)
- The Host is to advise the Chamber of the requested duties for which they will need assistance including bartending, set-up, take down, clean up, etc. at least 3 weeks prior to the event.
- The Host is responsible for collecting and disbursing any money from co-hosts.
- All co-hosts will be advertised in all promotions provided described material is received.

Please Note: Expect anywhere from 50-90 people to attend; a larger venue may attract up to 150 people.

I have read and understand the terms described above. If selected I will complete and return the Business After Hours contract by January 10 and will keep Chamber staff updated on all planning.

Signed:

\_\_\_\_\_

Host

\_\_\_\_\_

Co-Host

\_\_\_\_\_

Date

**Please return this application to [info@BasaltChamber.com](mailto:info@BasaltChamber.com) or PO Box 514 in Basalt**

***Thank you for being part of the Basalt Chamber of Commerce  
and for participating as a Business After Hours Host in 2016!***