

## **Business After Hours**

Thank you for your interest in hosting a Business After Hours (BAH) event. The average attendance at a BAH event is between 40-50 people, providing you with a great opportunity to showcase your business, products and services.

These events are typically held between 5:00pm and 7:00pm at your location of business.

### **The Yellowknife Chamber of Commerce provides the following BAH service:**

- We charge \$800.00 + GST
- We provide event liability insurance
- We will create a branded Business After Hours invitation for your event. Your approval is required prior to distribution.
- We will distribute the invitation to our membership through our e-blast service (value \$125.00 per e-blast), display it on our website and promote it on our social media pages. We encourage you to distribute the invitation to clients, partners, and special guests.
- If you choose to serve alcohol, we will provide you with the liquor license application and assist you with completing it (Please note: it is recommended that your liquor license application is submitted two weeks prior to the event).
- We will take RSVPs and provide you with a full list of attendees.
- A staff person will set up a Registration table near the entrance and will keep track of who arrives. This will ensure that you are always in compliance with occupancy load requirements.
- If you choose to serve alcohol, we will provide a bartender.
- The Yellowknife Chamber of Commerce President or designate will provide an introduction and welcome.

### **Your business is responsible for providing the following:**

- A venue. These events often take place at your office or storefront.
- Catering and beverages. Please note: If you choose to serve alcohol, a liquor license is required.
- You are responsible for completing the liquor license and obtaining an occupancy load certificate. We have copies of the forms and will provide assistance.
- If you choose to serve alcohol, you must provide a serving area.
- Any promotional signs, pamphlets or brochures that you wish to display
- Door prizes are optional, but recommended
- You will have an opportunity to do a speech and to introduce key staff members and special guests
- You are responsible for set-up and clean-up, but Chamber staff are available to assist

To book an event, contact the Programs Coordinator, Kendra Lakeman at:  
[Programs@YKChamber.com](mailto:Programs@YKChamber.com) or call: 867-920-4944