



CLINTONVILLE AREA CHAMBER OF COMMERCE

1 S. Main Street, Clintonville WI 54929 | www.clintonvillewichamber.com | 715-823-4606

Business After Five Event Contract

Thank you for your interest in hosting a Business After Five (BA5) networking event. BA5s are held the second Thursday of the month, except for holidays, starting at 5:00pm. We expect attendance to be small as our first year offering the BA5. Please remember that the location, date and offering of beverages does make a difference in the attendance.

The Clintonville Area Chamber of Commerce will:

1. Schedule and coordinate the preliminary arrangements for each Business After Five.
2. Promote the event as well as invite guests, including current and potential Members. Advertising will be done through an initial email, reminder email, event calendar, website and signage at the prior event. This is not a public event so it will not be put on Facebook. Number of registrants will available to be seen on our community calendar on the Chamber website by clicking on the event up until the day after the event.
3. Provide name tags, signage, and raffle tickets at the event.

The Chamber Member Host will:

1. Provide a location for the Business After Five.
2. Provide the Chamber with your logo and any other information to be used in invite.
3. Provide a reception area, with tables.
4. Provide a short speech or information to the guests about their business.
5. Coordinate and offer beverages and appetizers. We encourage you to consider using a Chamber Member for this service.
6. If desired, provide a door prize.
7. Optional: Offer tours of your business if appropriate.

Additional Business After Five Information

1. Members who do not hold a liquor license, under Wisconsin State law may offer beer, wine, and liquor, free of charge if this criterion is met:
 - a. The business is closed to the public.
 - b. Invitations are sent and only those who are invited are allowed in the event.
 - c. Must provide RSVP guest list prior to event. This list will be collected by the chamber and featured business.
2. Lead sponsors can also have additional co-sponsors. They also need to sign an event contract.

Please return the second page of the contract, signed to the Chamber office 3 weeks prior to the event. All information received on this form will be used in advertising the event.



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SECTION ONE: TELL US ABOUT YOUR EVENT

Date: _____

Business Name: _____

Address: _____

(Circle) Indoor / Outdoor

Theme: _____

Contact name: _____

Contact phone: _____ Email: _____

Co-Sponsor: _____

Event details (i.e., theme, specialty food/beverage, door prizes, incentives, etc.):

Speaker / Entertainment (name, title): _____

Bar

- ☐ Complimentary
- ☐ Cash
- ☐ No Alcohol

Will provide # _____ Door Prizes

- ☐ Tours
- ☐ Games

Appetizers:

- ☐ Light
- ☐ Heavy