



Ladysmith Chamber of Commerce | Business Mixer Host Agreement Form

Mixer Proposed Date:	Host (<i>Must be Chamber Member</i>):
Host Contact Name:	Host Contact Phone # / Email Address:
Co-Host Contact Name: (optional)	Co-Host Contact Phone # / Email Address:
Event Time:	Event Location: :

As host of an official Chamber Business Mixer event, we agree to the following terms. If you need help or have any questions, please contact the Chamber Office at 250-245-2112 or email admin@ladysmithcofc.com more information.

Proposed Event info

- Business Mixers dates: (preferably the last Tuesday or Thursday of each month)
- Host to confirm event time: Business Before Business (7:30-9am) or Business after Business (5 to 7pm)
- Host may choose to include a Co-host to offset costs or provide location
- Please have at least (1) significant (value of \$25 or more) door prize.
- Host will offer "light" appetizers to all attendees and, if through a caterer or restaurant, will use Chamber member restaurants and caterers (unless other arrangements are made through the Chamber staff).
- Host will also provide adequate serving utensils, plates, napkins, etc.
- Host will serve beverages to all attendees and, at minimum, provide several varieties of soft drinks and bottled water as well as provide ice and cups. *Service of alcoholic beverages is optional*):•
- Hosts are encouraged to invite business associates, top customers, and employees to the event.
- Hosts are encouraged to offer an incentive (discount on services, two for one, etc.) for those who attend to encourage them to come back and buy your product or service.

Chamber Provides

- The Chamber will promote mixer through social media, email, website.
- The Chamber will provide an event poster/invitation
- The Chamber will provide a Liquor Permit if required. Please let the Chamber know 1 week in advance.
- Chamber will run a short Welcome & Chamber Update, Thank you to the Host. There will also be an opportunity for you to make a brief presentation including any announcements, introduction of staff, and a business presentation.

Chamber Member Host Contact: Yes or No We/I will serve complimentary alcoholic beverages.

Print Name

Signature

Date

Chamber Staff Member:

Print Name

Signature

Date