



## 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](mailto:admin@ladysmithcofc.com) more information.

### Proposed Event info

- Host to confirm event date and 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
- Host to provide 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 encourage 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.

<b>Chamber Member Host Contact:</b>	Yes ____ or No ____ <b>We/I will serve complimentary alcoholic beverages.</b>	
_____	_____	_____
Print Name	Signature	Date
<b>Chamber Staff Member:</b>		
_____	_____	_____
Print Name	Signature	Date