



2025 BUSINESS AFTER HOURS CONTRACT

This contract exists between the Host(s) of "Business After Hours" and the Mid-Maine Chamber of Commerce.

- ◆ This contract will be valid for the day of the event only.
- A \$250.00 fee is required to host the event due *prior* to the date of the event.
- A 'certificate of liability insurance' holding the Mid-Maine Chamber of Commerce harmless and including the "Chamber" as an additional insured is due prior to the event. *These certificates are easily available from your business insurers and usually at no cost.

CHAMBER WILL PROVIDE

- Event announcement in the chamber InTouch newsletter,
- Event shared on chamber website and Facebook page.
- Your business profile will be in the Morning Sentinel's Community Connection prior to the event
- A reception greeter and registrar.
- A brief program agenda with a professional media personality acting as emcee.
- A speaker system with a microphone.
- *A drawing of door prizes (attendees drop their business cards into a glass bowl). *<u>Host(s) and</u> <u>employees not eligible.</u>
- 50/50 raffle to benefit the Chamber.

HOST(S) WILL PROVIDE

- Representative from the business to greet guests.
- A reception table and trash can.
- Light refreshments hot and/or cold hors d'oeu-vres, soda, coffee, beer, wine, etc. <u>Please</u> note: caterers must be Chamber members only.
- Door prizes valued at a minimum of \$25.00 (10 recommended). Please support our Chamber members only.
- Go to <u>www.midmainechamber.com</u> to view our membership. List of door prizes must be provided to the chamber a week prior to event.
- Admittance of attendees from 5:30 to 7:00 pm.
- A coat rack/coat room during the winter months.

Our Chamber promotes *our members only*. When selecting your food, please use Chamber member caterers only. For alcohol for *Business After Hours*, please refer to the Valley Beverage website: www.valley-beverage.com for your beverage selections.

I, (WE) AGREE TO THE ABOVE REQUIREMENTS

Host Rep: _			
	(Print)	(Signature)	(Date)
Chamber R	ep:		
	(Print)	(Signature)	(Date)
Host Business Name(s):		Date of the Event:	