



BUSINESS AFTER HOURS

REQUEST TO HOST

Please fill out the Request to Host Form below and return to *Director of Community Development, Kelly Rothwell* at Kelly@poolerchamber.com. Or you can mail your request to: *Pooler Chamber of Commerce & Visitor's Bureau, Inc. 404 Hwy 80 West, Pooler, GA 31322*. You will receive an email confirmation once approved.

Company: _____ Address: _____

Contact Person: _____ Phone: _____ Email: _____

Please select which month(s) you're interested in Hosting:

January March May July September November

Potential Co-Hosts: (Please note - at least two Co-Hosts are required) I am aware that it is my responsibility to have a minimum of two Co-Hosts for the event. The co-host may furnish food, decorations, entertainment, advertising, door prizes, in lieu of paying the Host \$50. The co-host must also be a chamber member. This agreement is between the Host and Co-Host.

_____	_____	_____
Company Name	Company Name	Company Name
_____	_____	_____
Company Name	Company Name	Company Name

I AM AWARE OF THE FOLLOWING RESPONSIBILITIES AS THE HOST: (PLEASE CHECK)

- The fee to Host is \$250.00.
- Provide (2) 6' table with tablecloths and 6 chairs for registration at each point of entrance of the business. Chamber Ambassadors will facilitate registration.
- Provide food, service staff and beverages. Hors d'oeuvres/finger foods are suggested. You may charge for liquor where an appropriate license already exists, otherwise beverages are "complimentary". Bartenders must be provided.
- Provides public address (PA) system if requested by the chamber. This is used to make announcements, recognize host and co-hosts, announce drawings for door prizes and to recognize new members.
- Provides a minimum of three door prizes. The drawing for door prizes will take place at 7:00 pm.
- Music/entertainment is optional, but highly encouraged. If provided, be sure the sound level will not inhibit conversation.
- To maximize your exposure, you may want to provide a table with information about your company/organization, business cards, or brochures. This is optional. You are also responsible for providing tables for co-hosts if they would like to display information.
- Send logos in a jpeg format to the Chamber 30 days prior to the event of each co-host and event host.
- Interior space should allow for at least 100 people according to fire code.** Some locations can offset lack of interior space by utilizing exterior space, assuming it is appropriate for the event, although weather and time of year then become a factor. If outside space is used, tents are necessary to provide shelter in the event of inclement weather.

LOGISTICS:

Points of entry into venue _____ # Available Parking Spaces for Attendees _____

Information regarding parking for attendees _____

Will the event take place indoors or outdoors? _____ If outdoors, are you willing to provide a tent large enough for 100 people? **Yes No**

WILL YOU/YOUR CO-HOST PROVIDE THE FOLLOWING?

Live Entertainment: Yes No **If so, who?** _____ **Alcohol:** Yes No **Complimentary:** Yes No

I understand and, if chosen, will comply to the "Business After Hours Information and Guidelines" previously provided to me by the Chamber. If selected, I will receive a contract from the Chamber and will complete and return \$250 and the signed contract 45 days prior to the event. Company logos should be sent 30 days in advance to: Kelly@poolerchamber.com

FOR CHAMBER USE ONLY:

Active/Current: Yes No
Previous Host: Yes No Attendance: _____
Possible Dates: _____

Confirmed w/ Host: Yes No
Date: _____ Initial: _____