



Business After Hours **Guidelines, Hosting Agreement, and Policies**

A Business After Hours (BAH) is an exclusive networking and social event to help create business contacts and gain exposure for Greater Williamsburg Chamber member businesses and to promote awareness of new member businesses in a fun, social and interactive atmosphere in an after work hours setting. BAHs are held monthly on Thursdays from 4 PM to 6 PM.

Basic Hosting Requirements

- **Experience** – Ability to provide a fun atmosphere with interactive activities, prizes, music, and networking opportunities for member business attendees.
- **Parking** – Ample or alternate approved offsite.
- **Event Space** – Private area (indoors or covered outdoors) for a minimum of 100 attendees and a registration area for the Chamber staff to collect admittance fees.
- **Food & Beverage** – Finance, coordinate, and supply an adequate amount of complimentary hors d'oeuvres and beverages (alcoholic & non-alcoholic) and obtain ABC license for serving. When filling out an ABC license, please list the Greater Williamsburg Chamber and your company name on the application.
- **Sound System** – Sufficient amplification for announcements, sponsor/host remarks, and drawing for sponsor/host and co-sponsor provided door prizes only.

Greater Williamsburg Chamber Responsibilities

- **Guidance** – Provide guidance on event coordination and promote the event to the membership in print and electronic communication and social media including the development of advertising flyer.
- **Scheduling** – Contact the event sponsor/host at least three months prior to the scheduled event to help determine a day/date to be selected for the BAH. Every attempt will be made to select a date that will not conflict with other Chamber or community events.
- **Collect RSVPs** – Provide the sponsor/host a projected attendance figure at least 48 hours prior to the event.
- **Registration** – Manage all registration operations including staff support for collecting event admittance fees, new member sign-in, and business card collection. All registration admittance fees collected will be considered revenue of the Chamber and is not shared with the sponsor/host.
- **Contacts** – Supply sponsor/host with attendee contact details after the event.



Policies

- **Membership** – All sponsors/hosts and co-sponsors plus firms contracted for supplying any auxiliary services or items (including the event facility) must be Chamber members in good standing.
- **Sponsorship** – BAH events may be sponsored or hosted by a single business, co-hosted by two or more businesses, or sponsored by a group of businesses within a building or neighborhood or complex.
- **Frequency** – The Chamber reserves the right to determine the appropriate length of time between repeat hosting/sponsoring opportunities.
- **Alcohol** – Service of all alcoholic beverages must conclude 10 minutes prior to the conclusion of the event. Sponsors/host will instruct bartender(s) not to serve any attendee who appears inebriated.
- **Minors** – Sponsors/host must inform employees & guests that children are not permitted at BAH events due to alcohol licensing.
- **Cancellation** – A cancellation fee of \$500 will be paid by the sponsor/host if a Business after Hours is cancelled by the host less than 60 days from the event date. If the BAH is cancelled less than 60 days from the date scheduled and an alternate sponsor/host is not secured, a cancellation fee equal to the amount of budgeted revenue will apply.
- **Re-Scheduling** – The Chamber reserves the right to change a date with a host business based on other Chamber event schedules as needed. The Chamber will give as much advance notice as possible for such changes.