

### Operation Policies/Business After Hours Guidelines

Thank you for your interest in sponsoring a Business After Hours with the Santa Cruz County Chamber. Business After Hours are an excellent opportunity to showcase your business, meet prospective clients, *and* build relationships with businesspeople from small, mid-size and large Santa Cruz county companies.

**Please Note:** Advantage Tier memberships and above include the benefit of hosting a monthly Business After Hours. The ability to host a Business after Hours is also available for other member packages at \$250 per Business After Hours.

#### General/Marketing:

1. The Chamber charges \$5 for SC County Chamber members and \$10 for non-members entrance fee. Member's employees get in free. If you would like to have you customers, board members, or prospects admitted you can provide a guest list. We will expect you to pay \$5 for each person on that list who attends. You will be invoiced for those guests after the event. You may "Buy Out" the Business After Hours where everyone attends free. The cost is \$750. (This cost is separate from \$250 event host charge if your business is not at the Advantage Tier level or higher)
2. To be a Business After Hours Host you must be a Santa Cruz County Chamber Member. If you are not yet a member and would like to host a Business After Hours call us. We'd love to sign you up and may be able to help you increase the value of both your membership and the Business After Hours. You may cohost with another business, caterer or winery that is not a member of the Chamber with approval from the Chamber. You may not partner with another Chamber or Business Organization without prior approval of the Santa Cruz County Chamber.
3. Some Business After Hours Hosts would like to have a more formal welcome, make a brief speech, promote a product or service, or have a drawing for a prize or giveaway. Please let us know if you would like to have a more formal moment and how you would like the Chamber to help, e.g., to introduce you, speak about your businesses, etc.
4. Business After Hours hosts are not permitted to sell raffle ticket or charge for food or drink or assess other fees for participation. Exceptions may be made in unusual cases. Raffles may be held only with the proceeds to benefit the Chamber.
5. The Chamber will provide marketing including at least two email announcements, web & social media presence, and inclusion in the bi-monthly newsletter and Website calendar. **All emails, flyers & promotional materials advertising the Business After Hours must be approved by the Chamber in advance and include the chamber logo – please consult with Elana Solon at [elana.solon@santacruzchamber.org](mailto:elana.solon@santacruzchamber.org) or 831-475-3713 before printing or emailing.**

#### Refreshments

Hosts will provide:

1. A non-alcoholic beverage and wine (additional beverages are optional)
2. Hot and/or cold hors d'oeuvres of your choice.
3. All necessary cups/glasses, ice, beverage openers, napkins, plates and utensils.
4. All arrangements must be made for an average attendance of 100 people.
5. All collection and disposal of trash are the responsibility of the host.

6. 2 tables and 2 chairs for check-in. Check-in is managed by Chamber staff.

Please fill out the request form below and return immediately in order to reserve your date on the Chamber calendar. Cancellation of the event must be received in writing no later than 60 days prior to event or a fee of \$500 will be assessed.

Request form:

Email to [elana.solon@santacruzchamber.org](mailto:elana.solon@santacruzchamber.org)

Name of business \_\_\_\_\_

Name of owner or representative: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email address(es) \_\_\_\_\_

Name of Co-host \_\_\_\_\_

Preferred Month: \_\_\_\_\_ (subject to availability) 2<sup>nd</sup> choice \_\_\_\_\_

**Parking**

Number of available spaces on site: \_\_\_\_\_

Location of parking: \_\_\_\_\_

**I have read and understand the Business After Hours policies.**

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Business representative

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Date