

HOSTING A BUSINESS AFTER FIVE (BA5) “Responsibilities of the Host”

Please read the following information before submitting your completed form.

Business After 5 Agenda:

- 4:00pm – Chamber & Bar staff will arrive to ensure set-up will work for the BA5
- 4:45pm – The first attendees will begin to arrive for the event
- 5:00pm – Official registration begins; bar opens
- 6:25pm – A representative from your organization will be introduced and asked to welcome attendees
(maximum 3 minutes)
- 6:29pm – Announcements, Draws, Chamber Bucks Draws
- 7:00pm – Event ends

A Suitable BA5 Location meets all of the following requirements:

- can accommodate up to **150 people** for a large event, able to have an area where all attendees can congregate for draws and announcements. For smaller locations that are planning to hold a portion of the event outside, a tent must be provided, and must be able to fit up to 75 people.
- has sufficient **parking** for attendees
- is **wheelchair accessible** (for both entering the facility & for on-site needs such as washrooms)
- can have a **bar** (Chamber will obtain license and run bar if your facility is not licensed)
- has adequate **washroom** facilities
- has **coat racks/cloakroom** (very important during cooler seasons)

RESPONSIBILITIES OF HOST (at the cost of the Host):

- arrange for a suitable location from 5:00p.m.–7:00p.m., with premises ready by 3:45p.m. on day of event
- provide company logo and any event related details (music, entertainment, etc.) to the Chamber office at least 8 weeks prior to the event – email to events@barriechamber.com
- provide any changes in contact information or venue to the Chamber office as soon as they become available to ensure that the venue can/will still be suitable for a BA5
- provide hors d'oeuvres/refreshments for attendees
- provide a minimum of 3 Chamber Bucks draw prizes (1 valued at \$100, 2 valued at \$20 each)
- provide large table (minimum 6' long, with tablecloths & skirting) & 2 chairs to be used by the Chamber for attendee registration; suitable bar area (table with tablecloth or appropriate desk); & 1 smaller table for Chamber Bucks bins
- clean-up after event

PLEASE NOTE: Confirmation is subject to site inspection by Events Coordinator. Members are permitted to host a maximum of one BA5 in any 24 month period. Members may co-host a BA5 event with another member to gain exposure and share costs.

RESPONSIBILITIES OF CHAMBER OFFICE:

- advertise event by email and social media to members
- provide online registration on Chamber website (www.barriechamber.com)
- procure license and run bar – if your establishment is licensed, please be sure to indicate this on the form that you sign and submit to the Chamber office

Hosting a Business After 5 is an excellent opportunity to showcase your facility and your business services to your fellow Chamber members. Thank you for your interest in participating in our networking program.