

**2026 PUTNAM COUNTY CHAMBER OF COMMERCE
BUSINESS AFTER HOURS HOST AGREEMENT**

Date of Event: _____

General Rules & Information:

- Business After Hours may be hosted only by Chamber members in good standing.
- Business After Hours may be hosted by more than one host; however, all hosts must be Chamber members. The Chamber must be notified of each host.
- The host is responsible for all costs associated with hosting a Business After Hours event (i.e., venue cost, food/drinks, decorations, etc.)
- The host is encouraged to purchase event supplies from Chamber member vendors. Chamber staff can supply the names of member caterers, florists, and other service providers upon request.
- Events and activities scheduled during Business After Hours are subject to Chamber approval.
- Business After Hours is held on the third Thursday of each month from 5:30 p.m. to 7:00 p.m.

Host Responsibilities:

- All arrangements for the facility, catering, liquor, bartenders, and audio/visual equipment, if required, are the responsibility of the host; therefore, the host has the flexibility to make the event as elaborate or simple as they desire.
- The host is responsible for providing complimentary beverages. Beer, wine, and/or an open bar are appreciated by attendees but are served at the liability and discretion of the host. The host is responsible for deciding beverage services.
- The host must ensure that their company logo is received by the Chamber at least 30 days prior to the event to support event marketing.
- A registration table should be set up near the entrance for Chamber use.
- The host should provide at least one door prize(s) to be awarded during the event.
- All liability for the event is assumed by the host.
- In the event of circumstances that warrant cancellation, the host must notify the Chamber immediately.

Chamber Responsibilities:

- The Chamber assumes responsibility for promoting the event to the membership.
- The Chamber staff will promote the event, staff the registration table, and distribute tickets for the door prize drawing and the 50/50 raffle tickets for the charity of choice drawing.
- The Chamber retains the right to deny event entry to non-members who are not designated guests.

I agree to abide by the above Business After Hours policies. Failure to observe these policies may result in forfeiture of hosting privileges.

Name of Business Hosting Business After Hours	Today's Date	
Host Business Representative	Title	Phone Number
Business After Hours Location	Email	
Host Signature		

Approved by: Laura Pavlus, President

Please return this signed agreement via email to: ShawnDaleGoddard@ChamberPC.com

Revised: 01.20.26