

**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.**

---

<b>Name of Business Hosting Business After Hours</b>	<b>Today's Date</b>
--	---------------------

---

<b>Host Business Representative</b>	<b>Title</b>	<b>Phone Number</b>
-------------------------------------	--------------	---------------------

---

<b>Business After Hours Location</b>	<b>Email</b>
--------------------------------------	--------------

---

**Host Signature**

---

**Approved by: Laura Pavlus, President**

Please return this signed agreement vis email to: [ShawnDaleGoddard@ChamberPC.com](mailto:ShawnDaleGoddard@ChamberPC.com)

Revised: 01.20.26