



Camarillo
Chamber of Commerce



Camarillo Chamber of Commerce
LATINOS
IN BUSINESS

2016-2017

**Host Agreement for Camarillo Chamber of Commerce
Latinos in Business Mixer**

MIXER PROPOSED DATE:

Host--Chamber member
company name

Proposed event location
(note if this is at another
business's facility)

Contact for event: Name

Phone

As host of an official Chamber Latinos in Business event, we agree to the following terms:

A. Space where the event will be held

- Space will accommodate 25-45 or more people comfortably.
- Space will be separated from regular business activity that would distract from the event.
- Space will be configured so that attendees can enter from only one place allowing for a reception table to be set up, so that all attendees can be greeted and signed in.
- There will be a place within the facility that 25-45 or more attendees can gather for the official presentations and can hear the speaker.
- Parking will be adequate to handle 25-45 or more people and will be clearly marked.
- Chamber will confirm Dignitaries, Chamber Board members as well as Ambassadors.

B. Entry to the Latinos in Business Mixer

- The Camarillo Chamber of Commerce will provide up to ten free guest tickets for your management, staff and clients. Please understand that all other attendees will be charged the standard Business After-Hours fee at the door.
- Host understands prices are to be set by the Chamber estimated at no charge for Chamber members and \$10.00 for non-members.

C. Food and beverage

- Host will serve "light" appetizers to all attendees, and if through a caterer or Restaurant, will use Chamber member restaurants and caterers (unless other arrangements are made through the Chamber staff). Host will also provide adequate serving utensils, plates, napkins, etc.

- Host will serve beverages to all attendees. At a minimum: will provide several varieties of soft drinks and bottled water, and provide ice and cups. **Service of alcoholic beverages is optional.**

D. The Program

- The Host understands the Chamber will run a program of 10 to 15 minutes, with a Welcome and Thank you for hosting and introductions of VIPs. There will also be an opportunity for you to make a brief presentation about any announcements, introduction of staff and a presentation about your business.
- Please have at least (1) door prize that will be given during the program.
- If you have a PA or sound system adequate for the anticipated crowd we would like to have it available to use.

E. Door prizes

- Host will provide at least (1) significant (value of \$25 or more) door prize, these will be drawn at 6pm.

F. Promotion prior to the event by the Camarillo Chamber

- The Chamber will promote the event in our entire Calendar of events and web based marketing as well as various Chamber events.

____ We will / ____ Will not serve alcoholic beverages.

I have read and agree to the above terms,

Representing the Host Business:

Signature

Print Name

Date

Chamber Representative:

Signature

Print Name

Date