



Mixer Hosting Agreement

Host Name: _____

Contact Name & phone: _____

Mixer Location Address: _____

Mixer Date:

SITE DETAILS:

Do you agree to have Beer & Wine served at the mixer? **Yes** **No**
(Please see Bar Information Section on second page)

Does your facility have a P/A system? **Yes** **No**

Are there any parking restrictions or limitations that will interfere with all attendees' ability to park onsite?

Do you plan to host the event inside, outside, or both? **Inside** **Outside** **Both**

-If outside: do you have an indoor space available in the case of bad weather? **Yes** **No**

Are there special features or landscape considerations that we should know about? (ie, fountain, courtyard, etc)
If yes, please explain:

Please provide a description of the food you plan on serving:

Optional: If you plan to provide any of the following please let us know. (theme, music, table coverings, decorations, etc.)
Please list:

HOST RESPONSIBILITIES

- Provide space for approximately 80-100 guests to network
- Provide appetizers & non alcoholic drinks (water, soda, etc.) for approximately 80-100 guests
- Provide tables/chairs/trashcans:
 - Registration** - (1) 6' tables / (2) chairs / (1) trashcan
 - Raffles & Announcements** - (2) 6' tables
 - Bar** - (1) 6' table or counter appropriate for serving, if the chamber is providing the bar
- Provide trash receptacles and recycling bins throughout event
- Provide clean up after the mixer

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CHAMBER RESPONSIBILITIES

- Chamber Staff will call you to schedule a walk through.
- Provide staff for registration table
- Provide volunteers to sell opportunity drawing tickets
- Provide ABC-trained volunteers to sell beer/wine when applicable
- Collect opportunity drawing prizes
- Advertise each week in the “Chamber Report” in the month leading up the event
- Advertise the event on the chamber’s website and web calendar
- Will provide P/A system if you don’t have one
- Contact Host a week before and a day before event with estimated attendance.

BAR INFORMATION

- If your facility has a bar:
 - You may sell alcohol at your normal prices (all bar sales belong to mixer host)
 - You may donate alcohol by giving out tickets to trade in for a drink for each attendee
 - Your facility is responsible for staffing the bar and taking care of all RABS policies
 - You must also provide non-alcoholic options as stated above
- When the chamber provides the bar:
 - All bar sales belong to the Poway Chamber
 - The chamber will staff the bar and handle transactions
 - **Mixer Host is still responsible for all non-alcoholic beverages** as stated above

PLEASE NOTE

- The Poway Chamber of Commerce reserves the right to cancel or reschedule the event.
- Registration and opportunity drawing sales belong to the Poway Chamber of Commerce.
- Host may not seek out sponsors for the mixer without prior consent of the Poway Chamber of Commerce.
- Host may partner with other members to host the mixer, but must seek prior approval from the Poway Chamber of Commerce.
- Mixers are Chamber of Commerce events. As such, the chamber reserves the right to allow member companies to display materials at mixers.
- Host may not allow non-members to display brochures, products, or any materials at the mixer without prior approval by the Poway Chamber of Commerce.
- Networking will take place from 5:30pm- 6:45pm. Program will start at 6:45pm
- The host will be asked to say a few words at the beginning of the program.

I, _____, of _____ agree to the above details and responsibilities.

Host Signature: _____