

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? If yes, list here:

Do you plan to host the event inside, outside, or both?

Inside Outside Both

If outside, do you have an indoor space available in case of bad weather?

Yes No

Are there special features or landscape considerations that we should know about (e.g., fountain, courtyard, etc)? If yes, please list here:

Please provide a description of the food you plan to serve:

Optional: If you plan to provide any of the following, please list here. (e.g., theme, music, table coverings, decorations, etc.)

HOST RESPONSIBILITIES

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

Continued...

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
- 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 Responsible Alcoholic Beverage Service (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 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 5:30 to 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 _____
insert your name here insert your company name here

agree to the above details and responsibilities.

Host Signature: _____ Date: _____