

Fauquier County Chamber of Commerce 2010 After 5/Grand Opening Guidelines & Contract



All Fauquier County Chamber of Commerce After 5/Grand Opening Parties **must** follow the guidelines outlined below:

1. Parties typically will be held on a Thursday, from 5 to 7 PM. Dates and times will be booked on a first-asked, first-reserved basis.
2. The business hosting the Party will be responsible for sending out invitations to their non-member clients if desired.
3. We recommend themed events or tie-ins to something significant (i.e., anniversary). The Chamber will assist in marketing the event through our advertising media, such as the Chamber Chat and emails.
4. The business host will choose the location for the event, in coordination with the Chamber staff. **The host MUST provide food and adult beverages** (*heavy hors d'oeuvres, beer and wine, soda, and water are all REQUIRED*) for 150 people.

Winery and venue must be a Chamber member. Catering must be provided by an appropriately licensed and inspected Chamber Member Facility.

**Menu & Beverage list MUST be approved by the Chamber 6 weeks prior to event.*

5. Sponsors are NOT permitted to charge Chamber attendees a "cover" fee for entry or a fee for adult beverages. This event is intended to be FREE to all Chamber members and their employees.
6. Sponsors are responsible for providing a door prize (\$50 value or more).
7. **Prepare for 100-150 attendees from the Chamber.**
8. A non-refundable deposit of \$50 must be submitted with signed guidelines to reserve an After 5. An invoice for the remaining \$450 will be sent three to six months prior to your sponsored event. **Total cost payable to Chamber is \$500.** Payment **MUST** be received in full two months before event, or sponsorship will be given to next member on list.

Fauquier County Chamber of Commerce
205-1 Keith Street, P.O. Box 127 • Warrenton, VA 20188
540.347.4414 • FAX 540.347.7510
www.fauquierchamber.org

Preferred Month of Event: _____

Second Choice: _____ Third Choice: _____

Disregard of the above guidelines will result in: forfeiture of all monies paid to Chamber for the above referenced event, relinquishment of any future right to sponsor a chamber event, cancellation of the event, and/or a fine of \$250.00. In addition, if the above guidelines and conditions are NOT strictly adhered to, the Fauquier County Chamber of Commerce will not be responsible and will be held harmless from all liability. Deposits are nonrefundable. I understand that I will be contacted 30 to 60 days prior to the reserved event, and will furnish the Chamber with the required information needed for advertising at that time. By signing this agreement, your company agrees to remain a member in good standing through the date of the event.

Signed: _____ Date: _____

Payment by Credit Card:

Name on card: _____ Amount to charge: _____

Credit Card Number: _____ Visa/Mastercard/AmEx (circle one) EXP. Date _____

Signature: _____