



Date

Contact Name

**Business/Organization**

Address, Charlottesville, VA

Contact Email Address

RE: **Let's Connect @ business/organization, date, time**

Dear Name,

Thank you for agreeing to Host a Let's Connect event. Our signature networking event depends on members like you. The Chamber will recognize your support and efforts at every opportunity. Benefits to your organization will include:

- Appear repeatedly in Chamber communications, including our website, newsletter, social media, and public events calendar.
- Showcase your products and services in front of up to 100 community members.
- Make welcome remarks to the group and personally connect with dozens of potential new clients who already know your name.

The Host agrees to the following requirements and responsibilities:

- Assume all organizational responsibility to ensure a successful event.
- Provide exclusive use of your facility (or a designated area) during the event, 5:30-7:30pm.
- Provide all food and beverages. Legal disbursement of alcoholic beverages will be the responsibility of the Host.
- Provide complimentary parking or shuttle service for all attendees.
- Provide use of your organization's logo for event promotion.
- Provide code capacity limit and building/insurance permit upon request.
- Provide a PA system if needed for voice amplification.
- Provide overhead coverage for outdoor events in case of inclement weather.
- Hosting Fee of \$1,000 must be paid in full to secure your booking, no later than 30 days from signing the contract. The Chamber may accept other inquiries until your payment is received.
- If you cancel your event booking, 50% of the hosting fee will be refunded if (1) the cancellation is made at least 90 days in advance and (2) the Chamber is able to book an alternate host.

Maximum number of guests: \_\_\_\_\_

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Host Signature

Date

## **Additional Event Information**

**Advertising:** Promotion will be coordinated and provided by the Chamber of Commerce. To ensure maximum promotional opportunities, please \*send marketing materials at least 6 weeks prior to the event date: preferred venue photos, special event details, and up to two paragraphs of marketing copy.

\*Email: [annmarie.hohenberger@cvillechamber.com](mailto:annmarie.hohenberger@cvillechamber.com).

**Attendance:** Regional business executives, local leaders and other employees from organizations within the Chamber membership attend Let's Connect. The Chamber will handle all RSVPs. The Host will provide the Chamber with a list of their invited guests three days before the event. The Chamber will provide an approximate number of attendees 3-5 days prior to the event.

**Co-Host:** You may partner with another Chamber member to help plan the event and/or cover a portion of the event expenses. Members must arrange their own co-host agreements and provide details to the Chamber. Co-hosts may have their logo associated with the event, display materials at the venue, and give a brief welcome to members at the event. Any non-member company providing services on your behalf during the event will not be allowed to promote their product in any way.

**Sponsorships:** The Host may not solicit event sponsorships without prior approval by the Chamber. Any approved sponsorships must be limited to Chamber members only.

**Door Prizes:** The Host may provide a door prize (at least \$15 value) for a drawing during the event. Prizes should be from your enterprise or other Chamber enterprises. The Host will receive all business cards from the door prize drawing.

**Food and Beverage:** It is encouraged that some form of complimentary alcoholic beverages be provided. All other beverage and food choices are left to the Host's discretion. Upon request, a list of Chamber member caterers will be provided.

**During Event:** Brief remarks to attendees will take place halfway through the event. The Chamber Chair or Chamber President will open the remarks and thank the Host. The Host will then welcome attendees, recognize special guests and co-hosts, and speak for up to 5 minutes.

Thank you again for supporting another successful Let's Connect event.

Andrea Copeland  
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