



**Network Night Sponsorship Agreement
between Greater Reston Chamber of Commerce (GRCC)
and _____**

2022 NETWORK NIGHT - \$850

Business/Organization: _____

Main Contact: _____ **Title:** _____

Phone Number: _____ **Email:** _____

***Location of Network Night (specifically):** _____

In Collaboration with (if applicable): _____

Date for Network Night: _____

POLICIES FOR HOSTING NETWORK NIGHT:

- Network Night Sponsor must be a Greater Reston Chamber of Commerce (GRCC) member in good standing.
- The prior year's sponsor will have first-right-of-refusal for the next year (for example, September 2020 host sponsor, will have the first right confirm September 2021. If they do not confirm and provide the deposit by the deadline, then the date will be open to another sponsor).
- A Signed Sponsorship Agreement and **non-refundable deposit of \$425** is required to confirm the Network Night date (sponsor will not be included in marketing until the deposit is received) at least 90 days prior to the event date.
- **The balance of \$425 is due 30 days prior to the event date.** If payment is not received by then, GRCC has the right to offer the date to another sponsor. If this occurs, then the \$425 deposit will be applied as a credit towards a future event.
- Sponsor must secure a facility that can provide a private area for the event (separate room or sectioned off space from general public) to comfortably accommodate approximately 100-120 people reception-style with a few seats.
 - *Host and attendees should comply with any state and local ordinances for COVID-19 guidelines. As event host, if there are additional protocols that guests will be required to follow, please be sure to communicate those to the Greater Reston Chamber of Commerce at least 45 days prior to the event date.*
- Sponsor must provide light refreshments including non-alcoholic and alcoholic beverages and appetizers for approximately 100-120 people during the event (GRCC staff can provide guidelines).

- Must provide a person or two to serve alcoholic beverages.
- Must provide all items necessary to serve food and beverages (trays, plates, napkins, utensils, cups, etc.).
- Facility must provide one 6' or 8' table or similar with two (2) chairs and trash can to accommodate registration.
- Sponsor must provide at least one (1) grand door prize for the Network Night drawing (gift certificates, merchandise, etc.).
- Sponsor may request an attendee list two (names and companies only) two (2) days before the event.
- Sponsor may hire GRCC members for Network Night services (i.e., catering, décor, rentals). GRCC will provide a list of vendors upon request.
- Sponsor is responsible for any and all liability for the event.
- Sponsor may appoint one representative to give 2–3-minute remarks during opening remarks.
- Sponsor may invite customers to attend complimentary, as long as they are not current GRCC members. If they are GRCC members, either the Sponsor or the individual member will need to pay the registration fee. **Sponsor's guest list must be provided no later than the Friday before Network Night.**

ADDITIONALLY:

- GRCC Staff is available to provide planning advice and counsel.
- Network Night is held every fourth Tuesday of each month (unless otherwise posted) between 5:30 – 7:30 PM.
- GRCC will conduct a site visit at the facility secured by the Sponsor to discuss logistics once the Network Night date is confirmed.
- GRCC staff will collect a registration fee for the event.
- GRCC will market the event to its membership through its website, emails and social media. Sponsor will be included in marketing efforts once the signed Sponsorship Agreement and deposit are received.

Please note that Network Nights are a highly sought-after program, and the Chamber cannot accommodate every request. The Chamber reserves the right to change Network Night date and/or type of event (live or digital) as needed. Adequate notice (30 days) will be given if a change is necessary.

Sponsor Signature:

Date Submitted:

GRCC's Confirmation:

Date Approved:

If you have any questions, please contact Carrie Pulliam, Marketing and Communications Manager, at carriep@restonchamber.org or 703-707-9045.