



**Greenwood-Leflore County Chamber of Commerce
Business After Hours Contract**

Name of Hosting Business: _____

Date of Event: _____

*I/We agree to the guidelines set forth concerning Business After Hours. We have selected Option _____ and agree to pay \$_____ for our event. We have read and understand the guidelines concerning alcoholic beverages and the necessary permits that must be obtained prior to the event. We agree to pay for the necessary permits if we so desire to serve alcoholic beverages at our Business After Hours. We also understand that payment is **REQUIRED** in advance, and that no invitations will be sent out until payment has been received by the Chamber office.

*Option A. \$450 (No Alcohol – Soft Drinks and Water ONLY)

*Option B. \$500 (Beer, wine and soft drinks)

Signed: _____
(Hosting Business Owner or Official Representative)

Signed: _____
(Beth Stevens, Chamber of Commerce Executive Director)

Date: _____



**Greenwood-Leflore County Chamber of Commerce
Business After Hours Guidelines**

Thank you for your interest in sponsoring a Business After Hours at your place of business! Business After Hours is a great opportunity for you to show off your business, and it gives Chamber members a chance to do some valuable networking with others. Below, please find the guidelines for hosting a Business After Hours. Please sign and return the contract on the second page, along with your check. We also need your company logo so that we can include it on the invitation. Please e-mail it to info@greenwoodms.com in a JPEG format as soon as possible.

***Cost of Business After Hours**

- Option A. \$450 (Non-Alcohol Event)
- Option B. \$500 (Alcohol Event)

PAYMENT: Payment is *REQUIRED* in advance. No invitations will be sent until payment is received. Send to Chamber of Commerce, P.O. Box 848, Greenwood, MS 38935.

Please Note: Due to state law, a permit is necessary to serve beer, wine and liquor at any function. Although the Chamber will provide these beverages, we are asking that the hosting business pay for the permits that must be obtained. This cost has been included in the total cost as stated above. These permits take anywhere from 2 to 3 weeks to obtain, so please let us know as soon as possible if you wish to serve alcoholic beverages at your event. If a permit has not been obtained prior to the event, NO alcoholic beverages can be served – *no exceptions.*

Hosting Business is responsible for:

- Food (plates, napkins, utensils)
- Door prizes (We recommend 3)
- Site for event
- Entertainment (optional)

Chamber is responsible for:

- * Invitation printing/postage
- * Supplies
- * Drink Tickets
- * Bartender
- * Beverages, Cups and Napkins
- * Media Coverage

PLEASE NOTE: *We will provide the following beverages. If you require MORE beverages, there will be an additional charge!*

- 3 cases of beer (assorted)
- 6 one-liter soft drinks
- 3 bottles each of Chardonnay, Merlot and White Zinfandel wine (Unless otherwise specified – you may mix and match types of wine if you prefer more of one kind)

We request at least a one-month notification to host a Business After Hours. This allows time for us to have invitations printed and mailed to all Chamber members.

HOW TO PLAN: You can reasonably expect anywhere from 75 to 125 people in attendance. This is an AVERAGE number of people who usually attend. This number can vary, however.

If you have any additional questions, please call us at 453-4152. Thanks, and we look forward to joining you for Business After Hours!