



2022 Business After Hours Hosting Requirements

- Host's membership ***must be in good standing*** with the Lake Zurich Area Chamber of Commerce when booking and hosting the event
- Hosts of this event are welcome to invite non-chamber member guests so long as they provide the Chamber with a list, no less than one week in advance of the event, to be used at the registration table
- ***All catering must be provided by a current chamber member in good standing***
- Host & Caterer must meet all state and local requirements for hosting such an event, including Health Department requirements.
 - Food and beverage for *approximately 60* attendees
 - Alcoholic beverages may be provided as a cash or open bar at the host's discretion
- Adequate space for *approximately 60* people
- Parking availability for *approximately 60* people
- Coat rack or room availability (November – May) for *approximately 60* people
- Registration table skirted with 2 chairs located at the entrance to the event (not the entrance of the facility)
- High top tables or tables with LIMITED chairs (remember this is a networking event)
- Minimum of one door prize valued at \$25
- Logo provided in .jpeg format to the Chamber's Events Manager, Events@lzacc.com
- Site visit (Events Manager will walk-thru the facility in the weeks prior to event) *if needed*
- Host is welcome to partner with other Chamber members that are in good standing to co-host the event and both companies will be promoted
- Any outdoor venue will be required to have a secondary location in the event of rain/weather
- No rain/snow dates – if weather requires the Chamber to cancel your event, you will be guaranteed placement for the next year