

## 2018 Chamber Business Mix & Mingle After Hours Roles & Responsibilities

Chamber Responsibilities	Host Responsibilities
Support and advise the Host regarding the event, procedures, planning and promotions.	Contact your insurance company to add the Campbell River Chamber of Commerce as additional insured for 2 million for the event.
Organize and maintain event registration and attendee list on the Chamber website.	Host the event at your place of business or rental facility of your choice (offsite must be approved by the Chamber).
Promote the event on the Chamber website, E-News and E-Blast for a minimum two week period.	Promote the event to your networks to encourage registration and attendance.
Provide a Chamber representative to introduce and thank the Host.	Arrange for a host from your organization to promote your business at the event.
If requested, conduct the door prize draw(s).	Provide prize item(s) to be drawn at event (if desired).
Promote your event on the Chamber's social media (Facebook and Twitter)	Organize food / beverages. We encourage hosts to provide both non-alcoholic and alcoholic choices.
Post follow up and thank you on social media.	Responsible for prep and cleanup of venue.
Request a testimonial about the event.	Complete the hosting form and pay the hosting fee of \$250.00 to the Chamber prior to the event.

**\*Must be a Chamber Member in good standing (membership dues paid)**

### SERVING ALCOHOL:

If the host-member chooses to serve alcohol at their event...

- The host-member must contact their insurance company to inform them that alcohol will be served at their event and add the Campbell River Chamber of Commerce as "additionally insured" for 2 million.

(Note: Your policy may have an alcohol exclusion clause. In this case additional coverage will need to be purchased with a special event license at an approximate cost of \$125-\$250 (the price will depend on the type of event, attendees and the duration of the event) for 2 million liability. If you choose to do this, we ask again that you add The Campbell River Chamber of Commerce as an additional insured.

- The host-member will arrange for the minimum of one certified 'Serving it Right' server to serve the alcohol at the event and will ensure they are on site for the entire event.

- The host-member is responsible for the purchase of a Special Occasion License from the Liquor Store. The License must be purchased at the liquor store by one of the Serving it Right servers and this server will also be asked to visit the RCMP station for approval.

*The Chamber is not responsible for licensing or insurance related to serving alcohol. If you require ANY assistance with these processes please contact us.*