Business After Hours Event Information

As a Broome Chamber member, you have the opportunity to host or co-host a **Business After Hours** (BAH) event.

These events provide a platform for members to profile their business and offer valuable networking opportunities within Broome's business community.

Note: Preference will be given to Broome Chamber sponsors and organisations that have not hosted a Business After Hours event in the past 12 months.

Broome Chamber Event Support

The Broome Chamber provides the following support for your Business After Hours event:

- **Marketing:** Promotion through Broome Chamber channels, including e-newsletters, social media, and the member database.
- **Guest Management:** Handling guest lists and registrations.
- **Pre-Event Planning:** Communication with the host, including site visits. Booking and coordinating with vendors.
- **Event Coordination:** Creation of event proceedings (e.g., runsheet, floor plan, delegation of speakers) and organising catering.

Hosting Options

Option 1 – Host at Your Venue

Showcase your business premises and services to Broome's wider business community.

- Host individually or co-host with a business aligned with yours to share costs.
- Each host is allocated **up to 10 minutes** to address the audience.

Package Price: $3,000.00 + GST

Inclusions:

- Event management services (including 3 staff at event).
- Bar service (standard package, including ordering and serving alcohol).
- Catering service (ordering and serving canapés).
- MC services.
- Amplifier and microphone.

Optional Add-ons (Additional Cost):

- Entertainment.
- Welcome to Country.
- Professional photography.

Option 2 – Host at an External Venue
Ideal for businesses without a suitable venue but still wishing to showcase their brand and announcements.

- Host individually or co-host with a complementary business to share costs.
- Each host is allocated **up to 10 minutes** to address the audience.

Package Price: $1,000.00 + GST

Inclusions:

- Event management services (including 2 staff at event).
- MC services.

Additional Costs (On-Charged After the Event):

- Venue hire.
- Catering.
- Beverages.
- Entertainment (optional).
- Welcome to Country (optional).
- Professional photography (optional).

Host Responsibilities

- **Presentation:** Each host has **up to 10 minutes** to address the audience.
- **Promotional Materials:** Provide a banner or signage for display at the event if required.
- **Payment:** Full payment for the hosting package is due **two weeks after** confirming the event. For Option 2, external provider costs will be invoiced post-event and must be paid within two weeks.
- **Venue Emergency Plan:** If hosting at your premises, provide a current emergency plan to the Chamber.
- **Door Prize:** Supply a door prize of a suitable value, such as a business product, corporate merchandise, or a Broome Bucks card to promote local shopping.

Cancellation Policy

- Cancellations must be communicated via email and phone **at least 8 weeks in advance**.
- Cancellations with less than 8 weeks' notice are non-refundable.
- Rescheduling within 12 months of the original event date is not guaranteed.

Terms and Conditions for Hosting a Business After Hours Event

These terms and conditions outline the agreement between the Broome Chamber of Commerce & Industry (Inc) ("the Chamber") and the hosting business ("the Host") for a Business After Hours (BAH) event.

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1. Event Acceptance

- Submission of a booking request does not guarantee approval.
- Hosts will be notified of the outcome via email and phone.
- Upon approval, the Host must confirm or decline the proposed event date within **7 business days**.

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2. Payment Terms

- Full payment for the selected hosting package is required within **14 days** of booking acceptance.
- For Option 2, external supplier costs (e.g., venue hire, catering, beverages) will be invoiced post-event at cost price and must be paid within **14 days** of invoice.

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3. Host Responsibilities

- **Presentation:** Each Host will have up to **10 minutes** to address the audience.
- **Promotional Material:** Supply banners or signage for display at the event (optional).
- **Door Prize:** Provide a door prize of suitable value, (e.g., product, merchandise, or Broome Bucks card).
- **Venue Emergency Plan:** If hosting at your premises, provide a current emergency plan prior to the event.

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4. Cancellation Policy

- Cancellation must be communicated via email and phone with a minimum **8 weeks' notice** before the event date.
- Cancellations with less than 8 weeks' notice will result in the **forfeiture of the package fee**.
- Cancellations with over 8 weeks' notice will result in a $500 cancellation being held if an alternate date cannot be secured
- If the event is cancelled, rescheduling within **12 months** of the original date is not guaranteed.

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5. Event Promotion and Attendance

- The Chamber will promote the event through its events calendar, email campaigns, and social media, reaching a subscriber list of 1,600+.
- Typical attendance ranges from **70–90 people**.

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6. Event Logistics and Support

- The Chamber will manage event logistics, including:
  - Guest registration.
  - Catering and beverage service.
  - Event setup and pack down.
  - Name tags and introductions.
- For Option 2, venue providers will handle catering and beverages.

7. Additional Services
Optional services, including entertainment, professional photography, and Welcome to Country, are available at an additional cost.

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8. Miscellaneous

- Any special requirements must be agreed upon prior to the event.
- The Host is responsible for ensuring the accuracy of all information shared during their presentation.
- The Chamber reserves the right to update these terms and conditions as necessary.

By confirming the booking, the Host agrees to abide by these terms and conditions.
For further details, contact the Broome Chamber of Commerce & Industry.