



We hope that you will consider hosting an event with the Chamber. Hosting is a great opportunity for members to partner with local venues and provide valuable and popular networking experience. The overall goal is to provide a chance for our members to make business connections, promote their businesses, and help strengthen our local economy by creating partnerships.

Participation will highlight your venue and services while providing you with the opportunity to showcase your products. This will increase your visibility to a diverse audience and will also allow the Chamber to further promote your product through the Chamber's various marketing channels.

Below is an outline of our event policies and guidelines which detail how hosting a successful event will promote your business.

MBCC:

- will promote this event at various MBCC networking events, on the MBCC website, in the weekly e-blast, in the MBCC monthly newsletter in the Beach Reporter (circulation 55 thousand), and on MBCC social media sites.
- will provide at least one staff member to help with entry fee collection and ticket sales. MBCC will also ask Chamber Volunteers to assist with the event.
- will be responsible for inviting any dignitaries, elected officials, or other special guests.
- will provide name tags, sharpies, tickets, signs, and other supplies as needed.
- will be responsible for raffles as if held.
- will allow venue to speak promotionally to event attendees.
- charge members and non-members entry and drink ticket fees at the discretion of the MBCC staff.
- If necessary, MBCC will obtain Alcohol Permit.

VENUE:

- is a member in good standing of the Manhattan Beach Chamber of Commerce.
- will provide complimentary stationed or passed appetizers that are mutually agreed upon prior to event.
- will negotiate with MBCC to provide complimentary beer and wine at a minimum and/or provide drink specials at a discounted rate which will allow MBCC to make a commission on pre-sold drink tickets.
- will provide a dedicated area to appropriately accommodate the event.
- will provide 1 registration table and 2 chairs at the entrance of the event.
- will provide parking or parking instructions for event attendees.
- will allow MBCC to charge members and non-members entry and drink ticket fees at the discretion of the MBCC staff.
- will allow MBCC to speak promotionally as needed.
- If necessary, VENUE will notify MBCC at least four (4) weeks in advance if they do not have an Alcohol Permit and provide them with a letter. The letter will be on VENUE letterhead and state that they are hosting a mixer, and the date, time, number of people, location and further details as necessary to acquire an Alcohol Permit.

If you are interested in collaborating with the Manhattan Beach Chamber of Commerce on an event, please fill out the following page.



Manhattan Beach

CHAMBER OF COMMERCE

Where Business and Lifestyle Work Together

Venue Information:

Venue Name:

Venue Address:

Venue Capacity:

Venue Type:

Primary Contact

First:

Last:

Primary Phone:

Secondary Phone:

Contact Email:

Secondary Contact

First

Last:

Email:

Event Information:

Requested Month:

Secondary Month:

I would like host more than one event annually

Proposed Event Type:

Proposed Event Title:

I would only like to provide the venue

I have a liquor permit: Yes No

I would like to host beer and wine

I would like to sample my menu

I would like to host food

Proposed Event Description:

Chamber Cooperative Marketing Options:

- Top 5 E-Blast
- Web Placement
- Twitter
- Facebook
- LinkedIn

- Coupons
- Brochure
- Raffle
- Promotional Partnership
- Blog-Expo

- Promotion at Chamber Events
- Menu Sampling
- Business Briefs
- Calendar Highlight
- Other

Please submit this completed form to info@manhattanbeachchamber.net. The Director of Business Development will contact you shortly to discuss details further.