

## 2018/2019 'Business After Hours' Event Venue Tender

The Northamptonshire Chamber of Commerce provides a comprehensive calendar of events for its Members and non-members

Within our event calendar for April 2018 – March 2019 we wish to provide a monthly early evening informal networking event. Our preference is to run each event on the last Wednesday of the month.

Our preferred dates for 2018/19 are therefore;

**25 April 2018**  
**30 May 2018**  
**27 June 2018**  
**25 July 2018**  
**26 September 2018**

**31 October 2018**  
**28 November 2018**  
**30 January 2019**  
**27 February 2019**

To provide this service to our customers we require a **fully paid up Member venue** located in the County who wishes to showcase their premises.

Each venue will be featured in all literature advertising the event including their Logo or suitable picture of the site as well as having the opportunity to make a 10 minute presentation to those attending.

Venues will be promoted as the sponsor of the event and must therefore be prepared to provide suitable room(s) and a light buffet **free of charge**.

Attached is an example of our 'Business After Hours' Networking format to give you an idea of what we are looking for venues to provide.

**The aim of this tender is to contract with MEMBER VENUES to host our 'Business After Hours' early evening networking events ensuring that we have an even spread of events around the county.**

To be considered, please submit the following details by **Friday 2<sup>nd</sup> February 2018**

- **Venue Profile and Structure**  
including conference room details/sizes, health & safety/DDA compliance, car parking facilities, staff details and general information on your venue that would assist in our decision making.
- **Networking Buffet**  
Please include details of what you will provide, i.e. sample menus.

Submissions should be sent to:

**Nick Blackmore, Marketing Manager,  
Northamptonshire Chamber of Commerce  
Waterside House, 8 Waterside Way NN4 7XD.**

Email: [nick.blackmore@northants-chamber.co.uk](mailto:nick.blackmore@northants-chamber.co.uk)

## **Business After Hours – Venue Brief**

<p><b>Up to 40 attendees</b> <b>Minimum final numbers will be given 5 working days prior to event</b></p>
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Board/Signage to read: **Northamptonshire Chamber 'Business After Hours'**

- LARGE Clothed Reception Table at main entrance to arrival/networking area
- LARGE Clothed Table in arrival/networking area for literature
- Empty Ice Bucket on reception table for collecting business cards for draw
- Cloakroom / Coat Rail available
- Arrival drinks-tea, coffee, water, Orange juice
- Buffet available
- Cabaret Style Dining seating arrangement
- Projector screen, table and extension leads

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5.15pm	Chamber Staff arrive to set up (all the above set up needs to be ready)
5.20pm	Arrival Drinks ready for service
5.30pm	Guests arrive-networking
6.00pm	Buffet available and delegates offered the opportunity to sit down.
6.30pm	Presentations 10 minutes each:  1. Host venue 2. Business 1. 3. Business 2.
7.00pm	further networking opportunity
7:30pm	Formal finish but delegates should be able to stay if they should wish