



Date received (office use only): \_\_\_\_\_

**APPLICATION**

**BUSINESS NAME** \_\_\_\_\_

**CONTACT PERSON** \_\_\_\_\_ **PHONE #** \_\_\_\_\_

**DATE REQUESTED** \_\_\_\_\_ **EVENT HOURS** \_\_\_\_\_ **LOCATION SQUARE FOOTAGE** \_\_\_\_\_

**EVENT LOCATION (MUST BE ABLE TO ACCOMMODATE A MINIMUM OF 50 PEOPLE)** \_\_\_\_\_

**DESCRIBE SPECIAL ACTIVITIES/DRAWINGS, ETC. WHICH WILL TAKE PLACE DURING THE EVENT** \_\_\_\_\_

\_\_\_\_ We agree to the host requirements and **\$250 hosting fee** as outlined in the BAH Guidelines\*

\_\_\_\_ We will purchase an ad in the quarterly Chamber Network Magazine (**contact Nicole to reserve**)

\_\_\_\_ We will purchase a dedicated email to be scheduled prior to our event for **\$150 (contact Nicole to schedule)**

\_\_\_\_ We will purchase a banner ad (website & e-blast) prior to our event for **\$175 (contact Nicole to schedule)**

\_\_\_\_ We will provide a video invite to be shared on the Chamber's social media accounts (**contact Nicole to schedule**)

\_\_\_\_ We would like a set of membership mailing labels (no cost to host)

\_\_\_\_ We request to use the Chamber's PA system to welcome/thank/introduce

\_\_\_\_ We would like the Chamber to provide name tags for those attending (no cost to host)

\_\_\_\_ We would like the Chamber to provide the fishbowl for door prize drawing

*\*Company hosting BAH must verify their insurance policy includes host liquor liability. There should be no additional cost unless your policy does not cover it. Host company must provide a Certificate of Host Liquor Liability to the Chamber from their insurance company. Any questions can be directed to Chris Tingly with Tingly Insurance Agency at (217) 342-3637.*

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

\*Application & hosting fee must be submitted to guarantee your date selected (payment via check or credit card).  
\*\*Three months cancellation notice must be given to receive a refund of host fee.

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**Please return application by email to [JNiemerg@EffinghamCountyChamber.com](mailto:JNiemerg@EffinghamCountyChamber.com) or:**  
Effingham County Chamber  
Attn: Jamie Niemerg  
PO Box 643, 903 N Keller Dr.  
Effingham, IL 62401

Checks made payable to Effingham County Chamber. Invoices will be created for credit card payments.