

# Venue Application

Thank you for your interest in hosting a Greater Omaha Chamber event. **Venues are selected in October for the following year.** Complete this form if you are interested in hosting or sponsoring a group of **150 people or more**. We will not accept an incomplete form. Please complete the entire form, sign and fax to Kristy Fortenbury at **(402) 778-4618**.

Company name: \_\_\_\_\_  
 Contact person: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 E-mail(s): \_\_\_\_\_

## Select an Event

The host will receive unique Web marketing prior to the event, collection of attendee business cards and the opportunity to promote to your business.

	Coffee & Contacts	Rush Hour Connections	Business After Hours
Hours of event	7:30 - 9 a.m.	4 - 6 p.m.	4 - 6 p.m.
Minimum attendance	150	250	250
Maximum attendance			
Parking for	150	250	250
Inside / Outside	either	either	inside
Beverages	coffee, juice, water	beer, wine, pop, water	beer, wine, pop, water
Beverages ready by	7 a.m.	3:30 p.m.	3:30 p.m.
Food items	pastries, fruit, etc.	heavy appetizers	heavy appetizers
Food ready by	7 a.m.	3:30 p.m.	3:30 p.m.
8-Foot tables for registration	3	4	4
Waste Baskets for registration	2	2	2
* 8 foot tables with covering	N/A	N/A	40 - 55
Sound System	Yes / No	Yes / No	Yes / No
Event we would like to host			

Any special limitations? \_\_\_\_\_

Provide easy directions to your location: \_\_\_\_\_

Door prizes? You are welcome to provide items from your company or gift certificates. \_\_\_\_\_

### Set up

- Chamber staff will arrive one hour prior to the event
- Provide one open area
- Provide coat racks when applicable
- Remove tables and chairs
- Chamber will provide backdrops and/or side curtains as needed
- Set temperature at 70 degrees or less prior to the event

### Guidelines

- Coffee – 10 gallons per 100 people
- Food – 60 servings per 100 people
- Alcohol – Chamber will provide two drink tickets per every "of age" attendee

The host facility is responsible for all costs of event unless noted above. Host may partner with other Chamber members to provide products or help pay for the cost of the event. These partners MUST be pre-approved by the Chamber. A list of Chamber members can be found at [Members.OmahaChamber.org](http://Members.OmahaChamber.org).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

