

---

# Business Mixer Information Sheet

---

Greater Victoria Chamber of Commerce business mixers are vibrant business social events that provide excellent opportunities for Chamber members and prospective members to network, establish and renew relationships. They are held on the third Thursday of each month from 5-7 p.m. at member businesses or their selected venues.

## Mixer Hosts must agree to the following obligations:

- ★ Be a member in good standing as of the day of the Mixer.
- ★ Agree to pay a \$300+HST host fee.
- ★ Provide an accessible location large enough to accommodate 125+ people reception style. Wheelchair accessibility will be a consideration.
- ★ Businesses that cater to the public are asked to secure a separate room to accommodate the Mixer attendees.
- ★ Provide hors d'oeuvres for 125 people, and a door prize. Please refer to our membership directory at: [www.victoriachamber.ca](http://www.victoriachamber.ca) for complete details of members who provide catering and bartending services.
- ★ Provide a non-alcoholic drink station.
- ★ Provide 'No Host' bar facilities (*Bar to close promptly at 7:00*). You must obtain and display a **Special Event Permit from a BC Liquor Store. Open bars are prohibited. Please fax** a copy of your Special Event permit to 250-385-3552 for the chamber records **no later than 14 days prior to the event.**
- ★ Ensure that everything is in place to commence at 4:30 p.m.

- ★ Provide the Chamber with a copy of your company logo for promotional purposes.
- ★ Post event supervision and closing of the venue is the responsibility of the Host. Chamber staff will depart at 7 p.m.
- ★ No formal proceedings including speeches, presentations or entertainment.

## The Chamber staff will be responsible for the following:

- ★ Send promotional flyers with Host logo to all of our members (Dist 1,700+). We encourage the host to send out personal invitations to clients and suppliers. These invitations may be subject to Chamber approval.
- ★ Place host logo on Chamber events web page. (Average 200,000 hits per month)
- ★ Provide additional copies of the event flyer upon request.
- ★ Facilitate registration of all attendees at the event. (Please provide a table and 2 chairs for Chamber staff, as well as a small garbage can).
- ★ Provide the business cards of all attendees as well as the name of the winner of the door prize following the event.