

2021 Business Event Hosting Agreement (EHA)

INFORMATION FOR PROSPECTIVE EVENT HOSTS / SPEAKERS

Sydney Hills Business Chamber (SHBC, the Chamber, we us, our) organize a variety of events that are open for members and non-members to attend. These events are hosted by members of the Chamber and provide members with the opportunity to develop their skills both personally and professionally.

Each year we offer a range of informative topics delivered by Hosts and Guest Speakers who are experts in their field. Our goal is to promote our members and as such, our policy is that events can only be hosted by one of our financial members.

For those wishing to host a “Business Event”, with the Chamber, ***please complete the application below and return via email to membership@sydneyhillsbusiness.com.au***.

Upon receiving your application, our team at the Sydney Hills Business Chamber will consider the content and then forward the details to the Board for consideration. The Board reserves the right to accept or reject any application in its complete discretion.

- Please be advised that Sydney Hills Business Chamber ***does not make payment to any of the host’s speakers, travel, and accommodation expenses.***
- All our Business Networking events are run at one of our “Venue Partners” premises and the location of which will be advised as soon as practically possible following your successful application to host an SHBC event.
- All necessary basic Audio/Visual equipment will be provided by our Venue Partner. This includes Speakers, Microphones, AV Screen, projector, Cabling and set-up/Pack-up.

NOTE: SHBC is not liable for any expenses that are incurred as part of Audio/Visual Ryder

TERMS AND CONDITIONS OF HOSTING OR PRESENTING AT SHBC EVENTS

These terms and conditions (**T & Cs**) set out the basis upon which Sydney Hills Business Chamber Incorporated (ABN 85 058 535 148) (**SHBC, the Chamber, we, us our**) offer for members of the Chamber (**you, your etc.**) to either host or speak at an event organized by the Chamber.

Hosting

1. You are eligible to host if you are a financial member of the Chamber, submit a completed application which has been accepted by the SHBC Board, pay the relevant hosting fees and agree to these T & Cs.
2. All applications to host a Sydney Hills Business Chamber event are subject to approval by the Sydney Hills Business Chamber Board. It is the Chamber's discretion to refuse, change or cancel any application without explanation.

Liability

3. To the extent permitted by law, we assume no liability for any loss or damage suffered by you through the registration, payment for or attendance at the event. You accept and assume all liability for all acts undertaken in hosting or presenting at an event. You indemnify and agree to keep indemnified the Chamber from any loss or damage arising from your actions or inactions in hosting or presenting at an event.

Representation of the Chamber

4. Your hosting of or presentation at a Chamber event is an opportunity to showcase your business and expertise. As a member of our Chamber you must ensure that all activities undertaken in hosting and/or presenting are done in a professional, courteous, respectful, and lawful manner.
5. You must ensure that anything done or said by you or your representatives at the event clearly indicates that you are separate to and independent of the Chamber.
Unless approved prior to the event in writing, you are not authorised to speak on behalf of or represent our Chamber at the event.
6. In all activities undertaken as a member of the Chamber, but especially when hosting or presenting at an event, you must always comply with the rules of the Chamber's Constitution. The Constitution can be obtained from our website.

Intellectual Property

7. The Chambers brands and logos must not be used by you or your representatives without written permission from the Chamber. The Chamber retains ownership of all intellectual property in all work carried out by us.

Recording of events/ photographs

8. Chamber events may be recorded by our suppliers digitally via audio, video and still image formats. SHBC retains full ownership of all such recordings and reserves the right to use and reproduce such recordings in all marketing activities that include newsletters, websites, promotional brochures, and any other format deemed appropriate.
9. Please note all photographs and video taken by the Chamber (whether via a Chamber employee, board member or designated supplier) at events are protected by copyright laws.

If you would like to arrange for any copies of these images or video, please contact the Chamber or our designated supplier. Pending the arrangements with our supplier you may be able to obtain these images or video under normal commercial terms.

Event terms

10. All hosts, their staff and guests must comply with the venues, and the Chambers standard event terms and conditions of entry (a copy of which is available on our website).

Costs and Responsibilities

11. Once your expression of interest to host an event has been accepted and approved by the Board you will be issued with a tax invoice for the hosting costs (**Business Event Fee**). You will need to pay a deposit of \$550 including GST (**Event Host Deposit**), payment of which secures the event for your business as the host.
12. Payment of the Event Host Deposit is due 14 days from the invoice issue date. The Event Host Deposit is non-refundable if you cancel the event within 90 days of the event date.
13. The Event Host Deposit will be deducted from the final Business Event Fee as set out in your event application and the balance will be due no later than 30 days **prior** to the event date.
14. If any of your accounts are unpaid, we may elect to refuse for you to host the event or any further events until all unpaid accounts are paid in full. We may also elect to charge you interest on any amount outstanding at the rate prescribed under the Supreme Court Act 1970 (NSW).
15. All food & beverage will be arranged and paid for by the SHBC via our agreement with the nominated Venue Partner for the event.
16. Event Ticketing will be arranged and managed by SHBC.
17. The Business Event Fee is a set fee irrespective of the total number of attendees at the event, provided that the minimum numbers of attendees as specified in clause 18 has been met. This makes hosting events very cost effective for our members.
18. Our minimum viability number for any event will be 30 attendees, face to face or online.
19. If for any reason your event attracts less than 30 attendees and cannot proceed at all and all pre-event marketing activities were completed by SHBC, the SHBC will provide a refund of the Event Hosting Deposit.
20. The upper limit of attendees for a business networking event is unquantifiable during the COVID 19 period, as restrictions may fluctuate from time to time depending on NSW or Federal Government health department advice & restrictions at the time of the event.
21. If restrictions change on the lead up to any business networking event, to the point that we cannot accommodate a viable number for the event OR we can't hold a face to face event, we will then transfer the event to an online event format.
22. Note that if the event is marketed in a timely manner to our members (normally 60-90 days prior to the event date) this minimum attendee figure should be achieved even in this environment.

23. You may invite any number of guests, staff and or prospects to hear your presentation, at SHBC members rates.
24. Tickets numbers are limited for all of our events, therefore the names, email addresses, company names and contact numbers of these attendees should be sent to us *two weeks* prior to the event to avoid disappointment.

Benefits of hosting

25. If you are accepted to host an event, the following will apply:
 - (a) You will receive two complimentary tickets to the event;
 - (b) You will be afforded a 10-minute presentation and up to 5 minutes of question and answer time managed through the Chamber event app.
 - (c) The presentation Speaker can be either an individual from your organisation, or a speaker/client of your choosing that may speak on your behalf.
 - (d) The presentation should have a strong educational element, that outlines how your product or service is of benefit to the business community.
 - (e) The SHBC will manage all pre-marketing of the event with you and your team, and key to this is quickly obtaining the following elements from you:
 - (1) The Event Headline
 - (2) Three key Marketing messages for the discussion
 - (3) Soft copy Logo's, and speaker Headshot (supplied in High Resolution .JPEG & ai formats)
 - (4) A short 30-50 word Bio of the speaker
 - (5) A short 30-50 word Description of your business
 - (f) Pre and at event marketing to our database and attendees will be done via all Chamber channels, including our website, LinkedIn, Facebook, e-news, and Text Campaigns. Additionally, we will discuss ways in which you and your team can support the marketing actively via your own marketing channels and the SHBC LinkedIn Group.
 - (g) Our event marketing includes:
 - (1) Displaying your logo on electronic invitations
 - (2) Your banners displayed at event (as supplied by hosts)
 - (3) Your logo on PowerPoint presentation during the event
 - (4) Your promotional information can be left on tables (as supplied by hosts)
 - (5) Social Media Acknowledgement through SHBC FB and LinkedIn
 - (6) You may also provide a prize for the event prize draw
 - (7) You may offer attendees/members a "deal" a part of your event promotions
 - (h) Post event you will also be emailed the attendee database and we will discuss the follow up guidelines with you as part of the event process. We recommend, as part of your own post-event marketing strategy, that you prepare a communication from your business (with an offer) to follow-up on connection with attendees and members after the event.

Entire Agreement and Variations

26. These T&Cs and your application constitute the entire agreement between us and you as to you hosting an event. In the event of any inconsistency between the T &Cs and your application, then the T & Cs will prevail to the extent of any inconsistency.
27. Any variation of the T&Cs will only be effective if they are in writing signed by both parties.

Law and Jurisdiction

28. The Agreement is subject to the laws of New South Wales and the parties submit to the non-exclusive jurisdiction of the Courts of New South Wales.

Severance

29. If for any reason any provision of these T&Cs would render the agreement ineffective, void, voidable, illegal or unenforceable, that provision or the relevant part thereof shall, without in any way affecting the validity of the remainder of the agreement, be severable and the agreement shall be read and construed and take effect for all purposes as if that provision or part were not contained herein.

Acceptance

30. By submitting an application to host or present at an event form and/or making payment to us for hosting an event, you are accepting these T&Cs and agree to be bound by them

2021 BUSINESS EVENT HOSTING APPLICATION

Event Type Business Breakfast Business Lunch Business After Five

Function Date: Office Use Only/...../.....
Host Business (must be financial member of SHBC)	
Contact Name	
Phone No	
Mobile No	
Email	
Venue Name (Office Use Only)	
Venue Address (Office Use Only)
Speaker	Speaker's Name <hr/> Speaker's Business
Information for Event Invitations & Marketing	Event Headline Key Points for Event Marketing Messages (Note: This will assist us to formulate the Message for both the Website and Invitations for the Event) 1. 2. 3.

Nominated Free Guests or Staff (Including Your Speaker)	Your Free Guest Names: (2 included) 1. 2. (Please provide names of those attending above so we can register & allocate them a free ticket)
Prize for Business Card draw	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe your prize and note all prizes are to be of the retail value of \$100. Please Note Prizes cannot be for Consultancy Services
<input type="checkbox"/> Deposit of \$550 including GST to secure your Business Event (The balance will be invoiced prior to the event with payment for the difference of \$2,200 including GST due for payment no later than 30 days prior to the event). i.e. total cost to host the event is \$2,750 Including GST NOTE: If you cancel your event within 90 days of the event date your deposit of \$550 will not be refundable	
Payment Method Credit Card: <input type="checkbox"/> Yes <input type="checkbox"/> No Cheque: <input type="checkbox"/> Yes <input type="checkbox"/> No EFT <input type="checkbox"/> Yes <input type="checkbox"/> No	
Mastercard <input type="checkbox"/> Visa <input type="checkbox"/> Card Number: Security Code (3 digit) _ _ _ Expiry Date _ _ / _ _	
If using EFT please use the following account information: Sydney Hills Business Chamber BSB 082 167 Account 51845 2984 (Please use your company name in the payment reference field)	

Acceptance

By submitting your expression of interest to host or present at an event to us and/or making payment to us for hosting an event you are accepting the Terms and conditions of hosting or presenting at SHBC Events and agree to be bound by them.

To accept this offer to Host this Business Event please sign & date below

X

..... Date / /

Print Name:

For and on behalf of Company Name (.....)

Sydney Hills Business Chamber Representative:

Agreement Signed by

Date / /