

Cy-Fair Houston Chamber of Commerce Event Set-Up Form

Company Sponsoring: _____

Contact Person: _____

Event: **Business After Hours**

Date of Event: _____ Time of Day **5:00 pm** _____

This date to be held for one week only without a signed confirmation Dated: _____

Address: _____

Phone #: (____) _____ Fax #: (____) _____

Directions: _____

Please be sure to provide refreshments for your guests.

Reservations needed: yes _____ no _____

Reminder to contact person:

- *We do not provide public liability insurance for this event.*
- *Please give at least 30 days notice before scheduling an event.*
- *If we do not receive this signed form, we can not promote your event.*
- *This date will be held for One Week only Without a signed confirmation.*
- *Business After Hours are scheduled the 4th Wednesday of each month at 5:00 pm.*

Signature of requesting party: _____ Date _____

Please return via Fax to (281) 373.1394