



# HALLOWEEN

SATURDAY, OCTOBER 16, 2021

5:00 – 8:00 PM | CORONA CITY HALL

## Community Partner Booth Application

**Applications due Friday, October 8 at 5:00 pm – Space is Limited!**

City of Corona’s third **Halloweekend** is back with an in-person festival type event sure to delight the whole family!

This year’s event, will take place on **Saturday, October 16** on the CityHall South Lawn from 5:00 p.m. to 8:00 p.m. This is an outdoor event and will provide ample opportunity for participants to practice social distancing. Activities will include trick-or-treating, games, entertainment, and an outdoor movie screening at 6:30 pm.

**How can you get involved?** Community partners including Police, Fire, community non-profits, and event sponsors are invited to take part in the fun FREE of charge. Community spirit is in high demand. We are seeking partners who can man their own appropriately socially distanced booths in a festival-type setting.

**What are we looking for?** Host your own booth along the perimeter with goodies for trick-or-treaters, interactive carnival style games, performance, crafts, etc. This isn’t just a couple chairs and a bowl of candy, go big and decorate your booth to impress! We want our community to be out in full force showing their spirit with sights and sounds that delight. Your display, costumes, and interactions should be fun, and family friendly.

OFFICE USE ONLY	
Date Received: _____	Staff Name: _____
Approval: <input type="checkbox"/> Yes, Placard Number(s): _____	<input type="checkbox"/> No, Reason: _____
Vehicle Information Received: <input type="checkbox"/> DL	<input type="checkbox"/> Insurance <input type="checkbox"/> N/A – Booth / Other: _____
Notes: _____	

# HALLOWEEN

## Applicant Information

### APPLICANT

Applicant/Organization Name: \_\_\_\_\_

Contact Person (Must be 18+): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

### ENTRY TYPE

**Booth** Trick-or-Treat, Game Booth, Etc. | Canopy max 10x10

**Vehicle** Service vehicles, attractions, classics, etc. | Please, no residential vehicles.

Make/Model: \_\_\_\_\_ Color: \_\_\_\_\_

License Plate #: \_\_\_\_\_ Insurance Provider: \_\_\_\_\_

Driver's License and Insurance Attached to Application

**Other** Description: \_\_\_\_\_

ENTRY THEME: \_\_\_\_\_

### PARTICIPATION LEVEL

Candy or Giveaway \_\_\_\_\_

Performer/Attraction \_\_\_\_\_

Game Booth \_\_\_\_\_

Other \_\_\_\_\_

### COVID-19 ACKNOWLEDGEMENT

Applicant understands that for the health and safety of our guests, this event may be canceled or postponed. Masks, social distancing, and other guidelines provided by the state or county may also be required at the time of the event. Applicant is responsible for ensuring that it is in compliance with any and all guidelines issued by the state, county, federal, or any other local authority, as appropriate, pertaining to COVID-19 ("COVID-19 Guidelines") during participation in this event. City staff will advise all applicants/participants of any COVID-19 Guidelines that apply to this event. Failure to comply with any applicable COVID-19 Guidelines may result in warning, removal, and/or denial of future participation in City events.

\_\_\_\_\_ **Initial**

# HALLOWEEN

## Participation Guidelines

- Check in will begin at 12:00 p.m. and end at 4:00 p.m. Registered booths and vehicles will be directed to their designated space on the City Hall lawn or Vicentia Activity Center parking lot dependent upon type of entry.
- Booth participants should arrive at Corona City Hall 550 S Vicentia Ave. Please use the Court side parking lot on the West side of City Hall for drop off. Please move your vehicle after drop off to make room for other booth hosts and/or guests. Vehicles entries (limited) may enter the Vicentia Activity Center parking lot at 550 S. Vicentia. Please be prepared to stay the duration of the event, 4:00 - 8:00pm.
- Please have all booths decorated and staffed by 4:00 p.m.
- You may incorporate your organization name/logo into your display.
- Please refrain from any advertising, political messages, or subjects that distract from the festivities.
- DO NOT SCARE OUR GUESTS! Please avoid jump scares, horror themes, and overtly frightening content.
- Participants are encouraged to interact with guests with safe distance and a fun and playful attitude.
- Participants should be prepared to provide a giveaway (candy, sealed food items, stickers, promotional items, etc.) or provide a meaningful interaction, performance, or display.
- All participants must stay until the event ends at 8:00 p.m. and depart NO EARLIER. For safety purposes, participant vehicles will not be allowed to leave the parking lot until the event is over and all guests have departed.
- GENERATORS ARE PROHIBITED – Battery operated lights and decorations are highly encouraged for all booths and vehicles. Vehicles are to remain parked and turned off, with the parking brake engaged, for the entire events.
- CANOPIES LIMITED TO 10 X 10 – Canopies must be in good condition and not obstruct any walkways.
- Upon the City of Corona's request, the applicant and/or all organizations, businesses, and vendors participating in this event shall provide proof of commercial general liability in the minimum amount of \$1,000,000 naming the City of Corona as an additional insured. The applicant/organization completing the form is responsible for providing the required proof of insurance at least 15 days before the event. Insurance may be purchased at City Hall in the Legal and Risk Management Department.

# HALLOWEEND

## Consent, Acknowledgment, & Release

**Consent & Waiver/Release:** By signing this form and/or any related documents, participant is requesting and consenting to participate in the noted event, activity, or program (“Event”). As consideration for participating, participant, on behalf of participant and participant’s family, representatives, successors and assigns or any other person participating in the event with the participant, including minor children for whom participant is responsible while at the event (“Releasors”), hereby releases, waives, discharges, and covenants not to sue the City of Corona, its related entities and its community sponsors or partners, as well as their officials, officers, employees, agents, volunteers, successors and assigns (“Releasees”), from and for any and all liability for any loss or damage to person or property suffered by participant or Releasors, whether caused by any negligent act or omission of Releasees or any other participant or third party while participant is participating in the Event or using facilities or property owned or operated by the Releasees.

**Acknowledgement:** Participant understands, acknowledges and agrees that: (1) the Releasors are physically fit and able to participate in the Event; (2) if at any time any of the Releasors do not feel capable of participating, participant will immediately stop and inform the Event representative; (3) the Releasors have freely and voluntarily chosen to participate in the Event; (4) participant takes full responsibility for the personal actions of the Releasors and will comply with all laws, rules and instructions, including any written or oral rules and other instructions provided for this Event; and (5) participant assumes all risk of bodily injury, death or property damage while participating in the Event or using facilities or property owned or operated by the Releasees .

**Use of Personal Images & Features:** Participant understands, acknowledges and agrees that: (1) the City and/or it’s representatives may capture the voice, image or words or may take photograph (still or moving film photography, video photography, live transmission or other reproduction of a likeness) of the Releasors related to the Event; (2) the City and/or it’s representatives may use, publish and/or distribute (electronically or otherwise) the name, voice, image, words and photographs of the Releasors for any purposes as City deems appropriate in its sole discretion (e.g. advertising, promotional, informational or other publications or materials; websites; social media; etc.); (3) such use, publication or distribution may subject the Releasors to notoriety or publicity; and (4) the participant, on behalf of the Releasors, waives any right to financial or other consideration of any kind related to the use of the name, voice, image, words and photographs of the Releasors.

**Parent/Legal Guardian:** Participant represents that: (1) Participant is age 18 or older; or (2) Participant has had a parent or legal guardian also execute this form and/or any related documents and accept full responsibility for all terms and conditions of this Consent, Acknowledgment and Release.

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

**Applications due Friday, October 8 at 5:00 pm – Space is Limited!**

Sadie Cowden | [Sadie.Cowden@CoronaCA.gov](mailto:Sadie.Cowden@CoronaCA.gov) | 400 S. Vicentia Ave., Ste. 225, Corona 92882