



HALLOWEEN

SATURDAY, OCTOBER 15, 2022

5:00 PM – 8:00 PM | CORONA CITY HALL SOUTH LAWN

Community Partner Booth Application

The City of Corona Community Services Department is accepting applications for food and Community Partner booths for our annual Halloween event that will take place on the City Hall South Lawn at 400 S. Vicentia Avenue. We are seeking partners to host their own booth along the perimeter with goodies for trick-or-treaters, interactive carnival style games, performance, crafts, ect. This isn't just a couple of 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.

NON-REFUNDABLE FEE SCHEDULE	
Food Vendor	\$100
Community Partner Booth	-
Sponsor Table (Information Only)	\$500

APPLICANT INFORMATION

Organization Name: _____

Address: _____

City: _____

Federal Tax ID Number: _____

Primary Contact Person: _____

Cell: _____ Email: _____

Alternate Contact Person: _____

Cell: _____ Email: _____

Social Media Handle: _____

Entry Type: Food Truck Food Booth | Canopy max 10x10

Booth (Trick-or-Treat, Game or Activity) | Canopy max 10x10

Vehicle (Service Vehicle, Attractions, Classics, etc.) | Please, no residential vehicles

****Must attach Driver's License and Insurance to this application****

Make/Model: _____ Color: _____

License Plate #: _____ Insurance Provider: _____

Participation Type: Candy or Giveaway Game Booth Other: _____

SUPPLEMENTAL INFORMATION:

If the application is approved, the following items will be required:

- Certificate of Liability Insurance naming the City of Corona as Certificate Holder and additionally insured.
 - In the Description of Operations box please enter details of use of City facilities such as the type of activity, date, name, and address (For Halloweekend event held at the City Hall South Lawn, 400 S. Vicentia Ave, Corona, CA 92882, on October 15, 2022)
- Vendor Fees (Card, Check, Cash)
- Food Vendors: Copy of Riverside County Health Department (if applicable)
- Food Vendors: Temporary Food Facility Operator's Agreement
- Food Vendors: 2A10BC fire extinguisher, Class K fire extinguisher (if using a fryer)
- Vehicle: Copy of DL and Vehicle Insurance

OFFICE USE ONLY

Application General Regulations / Waiver Vendor Fees
 Health Permit Insurance with Endorsement Space / Menu Acceptable

Vendor Details: _____

Space Assignment: _____

Notes: _____

Approved by (initials): _____ Receipt Number: _____

Please send a copy of the fully executed application and receipt to vendor once complete.

PARTICIPATION GUIDELINES:

1. Acceptance of all vendor applications is at the sole discretion of the City of Corona Community Services Department.
2. The City will assign space and locations for all vendors.
3. The City will NOT provide tables, chairs, electricity, utility outlets, or canopies.
4. Check-in will begin at 12:00pm and end at 4:00pm. 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.
5. Booths must be decorated and show ready by 4:00pm.
6. Booth participants 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.
7. Vehicle entries (limited) may enter the Vicentia Activity Center parking lot (550 S. Vicentia Ave.). Please be prepared to stay the duration of the event, 4:00pm – 8:00pm.
8. Booths must refrain from any advertising, political messages, or subjects that distract from the festivities.
9. DO NOT SCARE OUR GUESTS! Please avoid jump scares, horror themes, and overtly frightening content.
10. Participants should be prepared to provide a giveaway (candy, sealed food items, stickers, promotional items, etc.) or provide a meaningful interaction, performance, or display.
11. All participants must stay until the event concludes at 8:00pm 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.
12. 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 event.
13. Canopies limited to 10x10 and must be in good condition and not obstruct any walkways.
14. All participants must abide by all deadlines, rules and regulations set forth by the City of Corona.
15. All participants must comply with all fire codes, laws, ordinances, and regulations pertinent to health, fire prevention, and public safety.
16. Booth space must always have adult supervision.
17. Social media use is encouraged using the hashtags #coronaca and #coronarecreation.

ACCEPTANCE OF PARTICIPATION GUIDELINES:

The person signing this application warrants that he/she has carefully read and understands the General Regulations stated above and that specific attention has been given to the need for liability insurance.

Name (Print): _____

Signature: _____ **Date:** _____

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 (“Releasers”), 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 Releasers, 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 Releasers are physically fit and able to participate in the Event; (2) if at any time any of the Releasers do not feel capable of participating, participant will immediately stop and inform the Event representative; (3) the Releasers have freely and voluntarily chosen to participate in the Event; (4) participant takes full responsibility for the personal actions of the Releasers 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 Releasers 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 Releasers 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 Releasers to notoriety or publicity; and (4) the participant, on behalf of the Releasers, 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 Releasers.

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 (Print): _____

Signature: _____ **Date:** _____

APPLICATIONS ARE DUE MONDAY, OCTOBER 3 AT 5:00PM – SPACE IS LIMITED!

City of Corona – Community Services Department
Jose Coria, Program Coordinator – Special Events
400 S. Vicentia Ave. Ste. 225 | Corona, CA 92882
Jose.Coria@CoronaCA.gov | (951) 739-4967