



9701 Las Tunas Drive
Temple City, California 91780
www.CamelliaFestival.org

Temple City Camellia Festival 75 Years of Kids, Camellias & Carnivals

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CARNIVAL BOOTH APPLICATION

The primary goal of the Temple City Camellia Festival is to promote the desire in every child to participate in the affairs of the community. Therefore, ONLY non-profit organizations with a desire to promote the welfare of our youth are eligible to participate in the Temple City Camellia Festival. All groups wishing to participate in the parade MUST submit a completed Carnival Booth Application to the Temple City Camellia Festival. All applications must be approved by the Temple City Camellia Festival, and confirmation of receipt will be sent within ten (10) days of receipt of application.

Group/Organization Name:

Address: _____

City, State, Zip: _____

Person in Charge: _____

Contact Phone: _____

Cell Phone: _____

Email: _____

Non-Profit# _____

Type of Booth Requested: Game Food Specialty

The Application is not approved until it is signed by an authorized representative of the Temple City Camellia Festival.

Application Approved:

Temple City Camellia Festival Representative

Official Sponsor



Carnival
February 22- 24, 2019

Parade
February 23, 2019
10:00 am
Las Tunas Drive
(Sultana to Camellia)

Grand Marshal
Woman's Club of
Temple City
(Founder of the Festival)

Theme Winner
Giordano Camera



CARNIVAL BOOTH OPERATION AGREEMENT

This Agreement is made between _____
_____ (hereinafter "Organization") and the Temple City Camellia Festival (TCCF) as the sole organizer and operator of the Temple City Camellia Festival:

It is understood that the Temple City Camellia Festival (Festival) is a public event organized and coordinated by TCCF. That the TCCF and the Organization wish to provide games, food and other attractions for attendees at the Festival, and agree that the goods and services to be distributed to, or for the enjoyment of, the public at the Festival should be of the highest quality possible.

Based on the above, the Organization and TCCF agree as follows:

1. Booth Location:

The Festival takes place in Temple City Park, 9701 Las Tunas Drive, Temple City, California on February 22, 23 & 24, 2019. TCCF agrees to provide Organization with space at the Festival to sell food items as listed in Paragraph 7 below or operate carnival games or specialty booths. Organization agrees that TCCF shall have sole authority and discretion in the assignment of the spaces at the Festival. Organization agrees to the fees, hours of operation and all additional requirements as set forth in this Agreement.

2. Amenities:

TCCF agrees to provide Organization with the following at Organization's booth location:

- a. Opportunity to sell food products or operate a carnival game or specialty booth;
- b. One (1) 10' x 10' tented and lighted space;
- c. Electricity required for operation of booth;
- d. One (1) booth sign with Organization name;
- e. One (1) ID badge, two (2) aprons, and one (1) bank bag; and
- f. All equipment and supplies to operate carnival game (game booths only).
- g. General overnight security (personal items should not be left in the booth overnight. TCCF will not be responsible for any theft, vandalism, or damage to any equipment or property.
- h. Extra equipment (refrigerators, freezers, ice chests, BBQ, tables, chairs, etc.) must be supplied by the Organization.

3. Permits:

TCCF will secure all necessary health, food, and other permits and/or licenses required. Organization shall send a representative to attend a **Health Department Form workshop on January 7, 2019 at 7:30 pm in the City Hall Community Room**. Organization is to provide all applications and forms to TCCF by **January 15, 2019** or Organization will be required to obtain, at its expense, all necessary health, food, or other permits. In regards to Health Department regulations (this applies to food booths only):

- a. TCCF will provide Organization with a potable water source;
- b. TCCF will provide hand-washing facilities and utensil washing station with container to collect wastewater;
- c. Organization agrees to not pour anything down storm drains, on park property, or adjacent parking lots;

d. Organization agrees to provide a clean canvas, wood, or cleanable carpet under all BBQs and deep fryers;

e. Organization agrees to fully comply with all requirements of the City of Temple City in regards to activities and behaviors on public parks;

f. Organization agrees to have a representative at the event site for inspection on Friday afternoon, February 22, 2019, prior to the operating hours of the Festival, if required.

g. Organization agrees to comply with all rules and regulations of the Los Angeles County Fire Department including, but not limited to:

- * Organization operating food booths must provide an all-purpose fire extinguisher with current registration tags (Class A-B-C);
- * Open-flame cooking is not permitted under the tent. All open-flame cooking must be at least five (5) feet away from the tent and secured from the public;
- * All liquid propane gas cylinders (LPG) must be secured. Only approved LPG connectors may be used. Charcoal is not permitted;
- * All extension cords must be rated for outside use.

4. Payment:

Organizations operating a food booth agree to pay TCCF a flat fee of \$100 for the booth space and amenities listed above. Organizations operating a game or specialty booth agree to pay TCCF up to 25% of net sales. Payment shall be deducted from the check issued by TCCF to Organization upon reconciliation of all revenue. All funds from food, carnival game, or specialty booths at the Festival are to be deposited with TCCF as identified in Paragraph 10 below.

5. Hours of Operation:

Organization agrees to continuously operate its booth during the official operating hours of the Festival as follows:

Friday, February 22, 2019	4:00 pm	-	10:00 pm
Saturday, February 23, 2019*	11:00 am	-	11:00 pm
Sunday, February 24, 2019	12:00 pm	-	8:00 pm

**** We understand security will not be provided prior to the end of the parade. ****

If your booth opens prior to Festival Bank access, you assume responsibility in the event of robbery, theft, etc.

Hours of Operation are subject to change at the discretion of the TCCF.

6. Set Up:

Organization shall be permitted to set-up its booth between 12:00 noon and 4:00 pm on Friday, February 22 2019. No motor vehicle access will be permitted to and from Organization's booth space at any time during the Festival.

7. End of Festival:

a. Organization shall not be permitted to close down or remove items until 8:00 pm on Sunday, February 24, 2019 and shall have all its property removed from the location by 11:00 pm on Sunday, February 24, 2019. Organizations that do not fulfill their obligation of remaining open the entire time will be subject to a \$200 fine.

b. Organization shall be responsible for removing all trash and debris (including boxes, tarps, carpet, etc.) from location and placing in provided dumpsters.

8. Electricity:

TCCF will supply electrical power to Organization through the designated carnival company. Organizations selling food items shall list all electrical requirements on Application and submit same by the designated deadline. TCCF cannot guarantee that electrical requirements not listed on Application will be available. Organizations are to plug into power boxes provided by TCCF through its carnival vendor and NOT into park outlets. Electrical power is provided during hours of operation only. Power is not provided during overnight hours.

9. Organization Obligation:

Organization agrees:

- a. To clean and secure Organization's space at night;
- b. To ensure all food handlers wear hats and gloves as required by Health Department;
- c. To comply with any other rules and regulations established by TCCF for Food Booths;
- d. To attend the Information & Communication Meeting required by the TCCF;
- e. To have a responsible adult (18 years or older) present in the booth at all times;**
- f. Loud speakers are not permitted;
- g. No raffle, solicitations, or advertisements of any type are allowed.

10. Banking:

a. Organization must use the Festival Bank for all financial transactions.

b. Banking facilities will be located on the Festival grounds for access to change and deposits (Community Room adjacent to City Hall).

c. All Organizations will be supplied with a set amount of "start up" cash to open your booth, an ID badge, two (2) money aprons, and a bag with your booth number on it.

d. Organizations are to check in at the Bank by 4 pm on Friday, February 22, 2019 to pick up their badge, bag, aprons, and cash.

e. All money (and food tickets if authorized) is to be deposited prior to closing each night, and throughout the weekend to avoid keeping large amounts of cash in the booth.

f. Organizations are to keep start up cash each night so they can open the following day.

g. On Sunday night, February 24, 2019, ALL money, aprons, bags, and ID badge must be turned in to the bank as soon as possible upon closing.

h. Receipts will be provided by the bank volunteers for all transactions. Organizations are encouraged to keep all receipts until after checks are issued.

i. Upon completion of all Festival deposits, audits, and reconciliations, checks will be issued to all Organizations at the Camellia Festival Booth Evaluation meeting on March 13, 2019 at 7:00 pm in the Community Room at City Hall. **Check should be made payable to**

11. Liability:

Organization shall indemnify, defend, and hold harmless the City of Temple City and TCCF, its officers, employees, agents, and volunteers from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with Organization’s authorized activities under the terms of this application and use or occupancy of the City property, facilities, and/or adjoining property, unless solely caused by the gross negligence or willful misconduct of the City of Temple City and/or TCCF, its officers, employees, agents, or volunteers.

13. Indemnification:

The Organization agrees to indemnify the City of Temple City, any officer or employee of the City, TCCF, and any officer or volunteer of TCCF, from any and all fees, costs, and expenses incurred by them in connection with any claim, lawsuit, or proceedings arising out of or in connection with any act or omission of the Organization or its agents in connection with the Organization’s involvement with the Festival.

I UNDERSTAND THAT A RESPONSIBLE ADULT (18 years or older) WILL BE PRESENT IN THE BOOTH AT ALL TIMES. FAILURE TO COMPLY WITH THIS REQUIREMENT MAY CAUSE THE BOOTH TO BE CLOSED UNTIL THE RESPONSIBLE ADULT IS PRESENT.

I HAVE READ AND APPROVE THIS AGREEMENT:

GROUP/ORGANIZATION NAME

Signature: _____

Print Name: _____

Organizations Authorized Agent

For School Organizations Only:

School Advisor:

(Signature)

(Print Name)

FOR SPECIALTY BOOTH APPLICATION:

(Description of Booth)

FOR GAME BOOTH APPLICATION:

(Game Requested)

TO BE COMPLETED BY FOOD BOOTH APPLICANT ONLY

Group/Organization Name:

Our Organization is requesting to sell the following. We understand that we will only be allowed to sell those item(s) listed below and approved by the Temple City Camellia Festival. Please be as specific as possible regarding each Menu Item.

Menu Item _____ Price \$ _____

Menu Item _____ Price \$ _____

Menu Item _____ Price \$ _____

Menu Item _____ Price \$ _____

Menu Item _____ Price \$ _____

Menu Item _____ Price \$ _____

Menu Item _____ Price \$ _____

Menu Item _____ Price \$ _____

Menu Item _____ Price \$ _____

All menu item requests are on a first come basis and will be approved by the Temple City Camellia Festival Committee Executive Board. No duplication of food items will be allowed. Unauthorized item(s) added to your booth may cause your booth to be closed or immediate removal of unapproved item(s).

You are advised that the Carnival Company will sell from their operation trailer and may include the following: cotton candy, churros, popcorn, nachos, snow cones, corn dogs, burritos, French fries, chili cheese fries, pickles, caramel apples, hot chocolate, lemonade, coffee, ice coffee and soft drinks. Your organizations may sell these items as well, if requested.

The requested Menu Items are not approved until this form is signed by an authorized representative of the Temple City Camellia Festival.

Menu Items Approved:

Temple City Camellia Festival Representative