# Temple City Camellia Festival

## 83rd Festival Theme
## "Many Faces, One Community"


General Chairman | Melanie McShane
Contact@CamelliaFestival.org

Festival Directors | Dawn Tarin & Cathy Burroughs
(626) 285-2171 Ext. 4030
Director@CamelliaFestival.org


## 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 sponsor a carnival booth MUST submit a completed Carnival Booth Application to the Temple City Camellia Festival. All applications must be approved by the Temple City Camellia Festival. Confirmation will be sent to the contact person listed below. Please ensure the contact information (email, phone, address, etc.) is accurate since all correspondence, including approval letters, checks, etc. will be sent to that address.

**Group/Organization:** _____

Address: _____

City, State, Zip: _____

Person in Charge: _____

Contact Phone: _____

Cell Phone: _____

Email: _____

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.**

OFFICIAL SPONSOR
TEMPLE CITY

**CARNIVAL**
**February**
**26-27-28**
**2027**

**PARADE**
**February 27, 2027**
**10:00 am**
**Las Tunas Drive**
**(Sultana to Camellia)**

**GRAND MARSHAL**
**Miss Temple City Ambassador Program**

**HONORARY GRAND MARSHAL**
**Kyla Dunn & Kim Sickles**

**THEME WINNER**
**Madelyn Reid**

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## TEMPLE CITY CAMELLIA FESTIVAL CARNIVAL BOOTH APPLICATION

**DEADLINE DECEMBER 18, 2026**

**GROUP/ORGANIZATION NAME:**

_____

**GAME & SPECIALTY BOOTH**

Our Organization is requesting to operate the following game/specialty booth:

Name of Game/Specialty Booth _____

Description _____

Price _____

**FOOD BOOTHS**

Our Organization is requesting to sell the following. We understand that we will only be allowed to sell those item(s) listed below. Please be as specific as possible regarding each Menu Item. **Organizations are limited to a maximum of 5 items, plus a beverage.**

Menu Item _____ Price $_____

Menu Item _____ Price $_____

Menu Item _____ Price $_____

Menu Item _____ Price $_____

Menu Item _____ Price $_____

Menu Item _____ Price $_____

**Approval of menu item requests are based on last year's items served, then on a first come basis.** No duplication of food items will be allowed, except for bottled water sold at the set price of $1.00 and soda. Unauthorized item(s) added to your booth may cause your booth to be closed or immediate removal of unapproved item(s). Be 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, fries, chili cheese fries, pickles, caramel apples, hot chocolate, lemonade, coffee, ice coffee and soft drinks. Your organizations may sell these items as well.

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**Booth requests, including menu items, are not approved until this form is signed by an authorized representative of the Temple City Camellia Festival.**

Booth and/or menu items approved: _____

Booth and/or menu items not approved: _____

Temple City Camellia Festival Representative _____

**I HAVE READ AND APPROVE THE ATTACHED CARNIVAL BOOTH OPERATOR AGREEMENT:**

GROUP/ORGANIZATION NAME _____

Signature: _____

Print Name: _____

For Advisor of School Organizations Only:

Advisor Name: _____

Advisor Signature: _____

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# CARNIVAL BOOTH OPERATION AGREEMENT

This Agreement is made between "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 (TCCF) is a public event organized and coordinated by TCCF. 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 TCFF agree as follows:

**1. Booth Location:**

The Festival takes place in Temple City Park, 9701 Las Tunas Drive, Temple City, California on February 26-27-28, 2027. TCCF agrees to provide up to eight (8) Organizations with space at the Festival to sell food items and unlimited Organizations to 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) ID badge, two (2) aprons, and one (1) bank bag;
e. **Note:** Equipment and supplies to operate carnival games **will not** be provided by TCCF.
f. 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.
g. Extra equipment (refrigerators, freezers, ice chests, BBQ, tables, chairs, etc.) must be supplied by the Organization.

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**3. Permits:**

TCCF will secure all necessary health, food, and other permits and/or licenses required. All Organizations must have a representative attend a meeting on **Wednesday, January 6, 2027 at 6:30 pm in the Community Room.** FOOD BOOTH ORGANIZATIONS MUST remain for a **Health Department Information Workshop at 7:00 pm. Food Booth Organizations should plan to provide all applications and forms to TCCF at that meeting or Organization may be required to obtain, at its own expense, all necessary health, food, or other permits.**

**4. Payment:**

Organizations operating a game, or specialty booth agree to pay TCCF a flat fee of $25 for the booth space and amenities listed above. Organizations operating a food booth shall pay a fee of $50 for the amenities listed above as well as a portion of the $186 Health Permit fee. 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 26, 2027 | 4:00 pm | - | 10:00 pm |
| Saturday, February 27, 2027* | 11:00 am | - | 10:00 pm |
| Sunday, February 28, 2027 | 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 (Saturday may be extended to 11:00 pm)***
***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 26, 2027. No motor vehicle access will be permitted to and from Organization's booth space at any time during the Festival. Each Organization will be allowed one permit to enter parking lot for drop off only.

**7. End of Festival:**

a. Organization shall not be permitted to close down or remove items until 8:00 pm on Sunday, February 28, 2027 and shall have all its property removed from the location by 11:00 pm on Sunday, February 28, 2027. 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 must 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 comply with any other rules and regulations established by TCCF for Food Booths;
c. To attend the **Mandatory Information Meeting** required by the Temple City Camellia Festival on **January 6, 2027 at 6:30 pm (All Booths) and 7:00 pm (Food Booths)** in the City Hall Community Room;
d. To have a responsible adult (18 years or older) present in the booth at all times;
e. Loud speakers are not permitted;
f. No raffle, solicitations, or advertisements of any type are allowed.

**10. Banking:**

a. Organization must use the Festival Bank for all cash transactions. Zelle, Venmo, Square etc. are permitted however that information is to be provided to the TCCF Treasurer each night at closing.
b. Banking facilities will be located on the Festival grounds for access to change and deposits.
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.

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d. Organizations are to check in at the Bank by 4 pm on Friday, February 26, 2027 to pick up their badge, bag, aprons, and cash.
e. 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 28, 2027, 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 18, 2027 from 6:00 pm to 6:30 pm in the Community Room at City Hall.

**Check are to be made payable to:**

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**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.

**12. 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.**

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**Los Angeles County Health and Fire Department and City Regulations**

a. TCCF will provide Organization with a potable water source;
b. TCCF will provide a three-compartment sink for washing and sanitizing pots, trays, utensils, etc.
c. Organization is to provide a hand-washing station (hot water) with soap and container to collect wastewater.
d. Organization agrees to not pour anything down 3 compartment sinks, storm drains, on park property, or adjacent parking lots;
e. Organization agrees to provide a clean canvas, wood, or cleanable carpet under all BBQs and deep fryers;
f. Organization agrees to fully comply with all rules and regulations of the Los Angeles County Health Department including but not limited to:
    - All food must be prepared on-site unless an alternate food preparation site has been pre-approved;
    - All food must be from an approved source; food prepared or stored at a private home is prohibited;
    - All food items must be stored at and cooked to proper temperatures;
    - Safe food handling and personal hygiene practices must always be followed (i.e. gloves, hair nets or hats, hand washing etc.);
    - Volunteers who are ill may not prepare or serve food;
    - Food, beverages, and equipment must be stored 6 inches off the ground and be protected from contamination.
g. Organization agrees to fully comply with all requirements of the City of Temple City in regards to activities and behaviors on public parks;
h. Organization agrees to have a representative at the event site for inspection on Friday afternoon, February 26, 2027, prior to the operating hours of the Festival, if required.
i. 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;
    * All extension cords must be rated for outside use.