



City of La Verne TRUNK-OR-TREAT

Saturday, October 11th, 2025 • 5:00 – 8:00 PM

Community Center/City Hall Parking Lot • 3660 D Street, La Verne

BOOTH APPLICATION

DEADLINE: THURSDAY, SEPTEMBER 25TH OR UNTIL ALL SPACES ARE FILLED

VENDORS WISHING TO SELL PRODUCTS/SERVICES • \$151* ALL SPACES ARE 10' X 10'

FOOD VENDORS • \$144* TREAT BOOTH/VEHICLE • FREE

Company Name: _____

Contact Name: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone (H): _____ Phone (W): _____ Phone (C): _____

VENDORS ONLY: Please provide specific description of food and sale item types to help prevent duplication. No duplicate requests will be allowed with the exception of soft drinks, coffee, and water.

Type of items sold: _____

Price range of items sold: _____

How did you hear about this event? _____

INSURANCE IS MANDATORY FOR ALL VENDORS. Each vendor must provide proof of general liability insurance with a minimum \$1,000,000.00 limit. A copy of the certificate of insurance and endorsement naming the City of La Verne as additionally insured along with the endorsement page is required. Please see attached example. **If you are able to present a copy of certificate of your insurance and endorsement page with the appropriate language when payment is submitted, the additional insurance fees will be waived.*

Tables, tents, canopies, and electricity are not provided at this event. Booths using generators need to make sure they provide mats to cover cords.

Submit Application to: City of La Verne, Community Services Department
ATTN: Jesse Cervantes
3660 "D" Street
La Verne, CA 91750

Questions? Call (909) 596 - 8776

NO REFUNDS will be granted after payment

Payments by check or money order can be made out to: **"City of La Verne"**

Please note that applications are considered complete when we have received your application, payment, waiver form, and insurance where applicable. When applicable, non-profit groups must show proof of non-profit status.

FOR OFFICE USE ONLY

Date Received: _____ Payment Amount: _____ Payment Method: _____

Received By: _____ Booth Number Assigned: _____

Checklist Completed

Day of Packet Sent



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CALLING ALL BUSINESSES AND ORGANIZATIONS!

The City of La Verne & Community Services Department is proud to present our third annual Trunk-Or-Treat! To help make this event possible we are seeking local businesses and organizations to help provide the community with a fun and safe Halloween outing!

Rules of the Road

- Must submit application to reserve a 10' x 10' by September 25th, 2025 or until all spaces are filled.
- **Those wishing to register a vehicle for the event must provide the following:** a copy of their driver's license, vehicle registration, and insurance attached to the application.
- One vehicle permitted per registration and/or canopy that fits within 10' x 10' space provided.
- Set-up will begin at 3:00PM. All booths or reserved trunk spaces must be ready and decorated by 4:30PM.
- We encourage all trunks and booths to be decorated for the Halloween festivities. Please be mindful of children attending and keep the decorations in good taste.
- Must bring your own candy and/or treats. Candy and/or treats must be in store-bought original sealed packaging. No homemade treats allowed.
- Electrical support will not be provided, please plan accordingly.
- Applicants are responsible for tables, chairs, canopy, weights, etc.
- **Trunk-or-Treat Vehicles will need to remain parked in their designated space for the entirety of the event. For the safety of the participants, Trunk-or-Treat Vehicles will not be allowed to enter/exit the parking lot until City staff deem it is safe to do so.**



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BOOTH WAIVER OF LIABILITY

I, _____, on behalf of _____, hereinafter referred to as a
“vendor/entertainer” agree:

In consideration of the participation in the Trunk-Or-Treat as vendor/entertainer, I agree to indemnify and hold harmless the City of La Verne, and their officers, agents, representatives, employees, and or volunteers from any loss and/or liability, including expenses and costs, that may result from any injuries or death or damage to or loss of property that might be sustained while participating in such activities whether such death, injury, damage or loss is caused by passive or active negligence, omission or any other cause attributable to the City of La Verne, and their officers, agents, representatives, employees, and/or volunteers. **It is further understood that this indemnification is extended to include claims against the City of La Verne, their officers, agents, representatives, employees or volunteers filed by agents of vendor/entertainer or third party recipients of products or services provided by vendor/entertainer.**

I HAVE CAREFULLY READ THE AGREEMENT, WAIVER, AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE CITY OF LA VERNE, ITS OFFICERS, EMPLOYEES, AND AGENTS AND I SIGN IT OF MY OWN FREE WILL.

Vendor’s Signature: _____ Date: _____



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CHECKLIST

Please check mark and submit the following items while submitting your application:

Completed application signed and dated

Payment enclosed if necessary (Vendors & Non-Profit)

Copy of Driver's License (Vehicles only)

Copy of Vehicle Registration (Vehicles only)

Copy of Car Insurance (Vehicles only)

****Please note, all copies of participant's driver's license, vehicle registration, and car insurance will be destroyed following the event.***

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization:

City of La Verne, its elected officials, employees and or agents

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule as an insured but only with respect to liability arising out of your operations or premises owned by or rented to you.