COMMUNITY SERVICES DEPARTMENT

Rental Insurance Requirements

701 Laurel Street, Menlo Park, CA 94025 (p) 650.330.2200 (f) 650.324.1721

INFORMATION:

To rent a picnic area, tennis court, meeting room, facility, and/or for equipment/outside services (BBQ, games vendor, catering, etc.) to be pre-approved by the city, one must provide a *Certificate of Liability Insurance* along with their application and payment for the rental.

A Certificate of Liability Insurance can be issued by the renter's homeowner's insurance or other insurance carrier. In order for the certificate to be valid, it must contain the following:

- The renter's name must be listed as the one "insured."
- The policy must not expire before the planned event date.
- The policy must be for $1,000,000.
- The "description" should list the rental location, day, and event planned.
- The City of Menlo Park at 701 Laurel Street, Menlo Park, CA 94025 must be noted as "additional insured."

We cannot make a reservation before we receive the required application, payment and insurance.

SAMPLE CERTIFICATE: