Insurance information:

In order to rent a picnic area, tennis court, meeting room, facility, and/or equipment/outside services (BBQ, games, vendor, catering, etc.) it must be approved by the city and 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 St., Menlo Park, CA 94025 must be noted as the “additional insured” on the additionally insured endorsement page.

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

Sample certificate: