

RENTAL INSURANCE REQUIREMENTS

Community Services
701 Laurel St., Menlo Park, CA 94025
tel 650-330-2200
fax 650-330-2242



Information

A Certificate of Liability Insurance is required for all field, gym, and indoor facility rentals, all non-resident picnic rentals, and any picnic rentals (resident or non-resident) serving alcohol or using special equipment such as, but not limited to, additional cooking apparatuses, tents/canopies, bounce houses and other inflatables.

In order for a Certificate of Liability Insurance to be valid, it must contain the following:

- The renter's name must be listed as the one "insured". Please note: we do not accept insurance from a third party such as a bounce house company, caterer, etc.
- 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 the certificate holder.

Please pg. 2 for a sample Certificate of Liability Insurance.

