



# **RENTAL RESERVATIONS**

## **Local Vendor Resource List**

Nestled between the Santa Cruz Mountains and San Francisco Bay, the City of Mountain View is a diverse community, ideally located in the heart of the Silicon Valley (10 miles north of San Jose and 35 miles south of San Francisco). At just over 12 square miles, the city is home to approximately 75,000 residents, nationally and internationally known corporations, as well as a thriving small business base.

Mountain View prides itself on providing excellent public services and facilities that meet the needs of a caring and diverse community in a financially responsible manner. In an effort to provide clients with access to information that will assist them in planning their event(s), the City of Mountain View—Local Vendor Resource List has been compiled to highlight a variety of resources within our City and throughout the local region that may be of service to you. While we have gained some familiarity with the different businesses, it is your responsibility to fully research and ensure your event's utmost success. If you have any questions regarding the City of Mountain View—Local Vendor Resource List, please contact your City of Mountain View staff liaison for additional information. Thank you!

# Insurance + Food Truck Requirements

**Overall Insurance Policy:** In an effort to minimize risk of loss as well as liability, the City of Mountain View requires insurance for all vendors providing \$1 million commercial general liability (\$2 million aggregate), \$1M automobile insurance, \$1M workers compensation, and additional insured endorsements naming the City of Mountain View as additional insured. (Must not be conditional.)

In addition, insurance is required for your event occurrences, and may be obtained by submitting payment and paperwork at the time of booking your rental event.

The City of Mountain View reserves the right to approve and/or deny requests based on the timeliness and accuracy of insurance packets submitted for review.

It is the client's responsibility to ensure that all vendor documentation be finalized a minimum of thirty (30) business days prior to the event, with notification via the Vendor Request Form submitted approximately sixty (60) days prior to the event.

**Pre-Approved Vendors:** In this packet, a list of pre-approved rental, lighting, staffing and catering companies is shown on page three. For these vendors only, no additional documentation is required.

Should you have any specialized dietary, cultural and/or other catering requirement (s), please refer to the Vendor Request Form for additional information.

**Food Truck Permitting:** The food truck resource list (shown below) includes a diversity of food truck options.

The list is a resource list only, such that food trucks are asked to follow the overall insurance policy.

**Waiver Requirements:** For all other, lower-risk vendors contracted to work and/or deliver on site, a Voluntary Assumption of Risk, Release of Liability and Indemnification Agreement must be submitted.

The waiver is shown on page nine of the Rengstorff House rental packet, which you will receive upon confirmation of your event permit; waivers are not required for friends and/or family providing event support and/or logistics related to the event.

Curry Up Now	Little Green Cyclo	Southern Comfort Kitchen
Curveball Slider Truck	Marks the Spot Fine Food	Speedy Panini
El Halal Amigos	Mazzeah Grill	Sip and Slide
Golden Gate Gyro	Momo Grill Truck	Smokey's & the Oyster Guy
Hibachi Truck	Mozzeria	Tea Lyfe Drinks: BOBA Tea Catering
Hill Country - Capelo's BBQ	Paddy Wagon Sliders	Thai Thai Food Truck
Hongry Kong	Rice Rockit	Upper Cut Sous Vide Cuisine
Jolly's Old Fashioned Teas Cream	Road Dogs	Waffle Roost / Waffle Amore
Kabob Trolley: Hella Helal	Rocko's Ice Cream Tacos	We Sushi
Kona Ice	Sajj Mediterranean Street Eats	Wezy Asian Fusion
Kuker Bulgarian Street Food	Sam's Chowder Mobile	Whisk
Lahore di Khushboo	Sanguchon	3-3-3
	Saucey'z	



For Eco-Friendly Event Options, You Might Consider:





# City of Mountain View

## Rentals & Lighting

AM Party Rentals  
www.ampartyrentals.com  
650.363.1050

Bay Area Event Lights  
www.bayareaeventlights.com  
408.502.7229

Bright Party Rentals  
www.brightrentals.com  
650.652.0300

Chairs for Events  
www.chairs4events.com  
650.226.5992

Fine Linen Creation  
www.finelinencreation.com  
408.216.9512

Your Party Rental Company  
www.yourpartyrentalcompany.com  
650.588.2420



Unica Party Rentals, Inc.  
www.unicapartyrentals.com  
650.610.9002

## Catering, Staffing & Bartending

Amber India  
www.amber-india.com  
415.777.0500

The Bartender Truck  
www.bartendertruck.com  
800.601.0634

CP Fine Catering  
www.cafeprimavera.com  
408.885.8800

Catered Too  
www.cateredtoo.com  
650.240.2300, ext. 112

Citlaly's Taco Catering  
<https://www.yelp.com/biz/citlalys-taco-catering-san-jose>

Continental Caterers  
www.continentalcaterer.com  
650.322.4189

Esposito's Catering  
www.espostos.com  
650.588.9500

Fire Course Provision  
www.firecourseprovision.com  
520.333.0155

Handheld Catering  
www.handheldcatering.com  
408.465.0466

Haute Cuisine  
www.hautecuisinecatering.net  
650.279.8965

Jalsa Catering & Events  
www.jalsasf.com  
408.480.3825

Kitchenina  
www.ezcater.com  
800.488.1803

Mantra India  
www.mantraindiausa.com  
650.960.1000

Michaels at Shoreline  
www.michaelsatshoreline.com  
650.861.3403

Norcal Event Staffing  
www.norcalstaffing.com  
925.292.0838

Parsley, Sage, Rosemary & Thyme  
www.psrt.com  
800.798.8388

The Party Helpers  
www.thepartyhelpers.com  
408.435.7337

Shoreline American Bistro & Café  
www.shorelinelake.com  
650.965.3779

Smashing Dishes  
www.smashingdishes.com  
408.263.4366

Talavera Tacos  
www.talaveratacos.com  
408.583.7534

TOAST  
www.toastbayarea.com  
415.425.5532

WHISK on Wheels  
www.sfwhisk.com  
415.912.1188

# Vintage & Custom Design, Invitations, Supplies

Beoucoup  
www.beau-coup.com  
650.967.3700

Cross and Dot Designs  
www.etsy.com/shop/  
crossanddotdesigns

EarthlyAffair –  
Eco Friendly & Green Invitations  
www.earthlyaffair.com  
415.933.4433

Found Vintage Rentals  
www.foundrentals.com  
510.473.8419

Hyegraph Invitations & Calligraphy  
www.hyegraph.com  
415.626.0461

Julie Song Ink  
Lettering & Illustration  
www.juliesongink.com  
415.314.7433

One True Love Vintage Rentals  
www.onetruelovevintage.com  
415.741.5884

Party Crush Studio  
www.partycrushstudio.com  
925.595.8580

Seventh Heaven Vintage Rentals  
www.seventhheavenvintage.com  
(408) 332-4184

Sweet & Crafty  
www.sweetandcrafty.com  
650.595.3404

Swoon Custom Chalk  
www.partyslate.com/event-pros/  
swoon-custom-chalk  
925.998.0728

Written Word Calligraphy  
www.writtenwordcalligraphy.com  
415.931.5492

## Music & Entertainment

All Ears DJ and Photobooth  
www.allearsdj.com  
785.766.2596

Bay Area All Strings & Brass  
www.bayarea-asab.com  
650.284.6560

Ben Mallare Events & Entertainment  
www.benmallare.com  
410.980.8370

BIG FUN Disc Jockeys  
www.bigfundj.com  
800.924.4386

Boutique DJs  
www.boutiquedjs.com  
877.775.5758

John H. Clarke, Guitarist and DJ  
www.johnclarkemusic.com  
415.578.4548

Community School of Music & Arts  
www.arts4all.org  
650.917.6800

DJ Dr. T  
www.drtauzik.com  
415.309.8306

DJ Eli Fresh Mode  
www.elifreshmode.com  
916.546.8281

DJ Jazzy Jez  
www.salsabythebay.com  
/dj-jazzyjez/  
408.390.4124

DJ Jeremy Productions  
www.djjeremyproductions.com  
510.390.2233

DJ Megasound Entertainment  
Including DJ Robots!  
510.575.3886

DJ Oz  
www.djozmobile.com  
408.410.0779

DJ Raffy  
www.djraffy.com  
415.218.1801

DJ Ramsay and Azhina  
www.rdproduction.com  
408.529.9805

DJ Ryan Jay  
www.wearevep.com  
707.685.2562

DJ Tanveer  
www.djtanveer.com  
408.687.3880

Dylan Galvin Music  
www.dylangalvin.com  
410.279.4736

Eclecta Quartet  
www.eclectaquartet.com  
541.301.5432

Elite Entertainment  
www.e3music.com  
408.733.8833

Entire Productions  
www.entireproductions.com  
415.291.9191

Grupo Candingo Norteno  
Contamos con Minisonido  
452.506.2912

Lucky Devils Band  
www.luckydevilsband.com  
786.210.9501

Maestros De Ritmo  
www.sfbayparties.org  
925.382.4699

Mariachi Ensembles:  
www.mariachibonitas.com  
www.mariachimexicanisimo.com  
www.sanjosetapatio.com

Mitzvah DJ  
www.mitzvahdj.com  
800.944.9585

Silver Sound Productions  
www.contactsilversound.carrd.co  
415.465.9445

Sounds Elevated  
www.soundselevated.com  
510.779.2423

Sound Wave Mobile DJ  
www.soundwavemobiledj.com  
510.938.7903

Synchronicity Strings  
www.synchrostrings.com  
510.367.0979

## Officiants

Buddhist Weddings  
www.buddhistwedding.org  
415.518.5188

Ceremonies by Alison  
www.ceremoniesbyalison.com  
415.810.9572

Engle Heart  
www.engle-heart.com  
646.872.6085

Equal Opportunity Officiants  
equalopportunityofficiants.com  
415.847.6762

Giurare  
www.giurare.org  
408.802.9935

Goldpot Ceremony  
Facebook.com/goldpotceremony  
408.802.0971

Inner Light Ceremonies  
yelp.com/biz/inner-light-ceremonies  
516.946.9588

Lauren Snead, Wedding Officiant  
www.laurensnead.love  
207.409.0844

Lissin Lev Chaya, Celebrant  
www.lissinsong.com  
650.455.8438

Moana Meadow  
www.moanameadow.com  
510.866.6898

Nilesh Pandya, Hindi Priest  
https://www.instagram.com/  
nilesh\_pandyaji/

Officially Hitched  
www.officiallyhitched.com  
628.400.2684

Personal Weddings by Chris  
www.personalwedding.net  
925.980.6384

Vow Muse  
www.vowmuse.com  
510.881.6097

Weddings by Emma Chavez  
www.weddingsbyemmachavez.com  
559.720.0800

## Wedding Planners

Allora Event Designs  
www.alloraeventdesigns.com  
510.909.9889

Amaz e Events  
www.amazae.com  
408.218.4753

A Touch of Elegance  
www.touchofe.com  
408.726.5883

Beloved Events & Design  
www.belovedeventsdesign.com  
650.471.5110

Blushing Joy Events  
www.blushingjoyevents.com  
510.846.1050

C&J Events and Experiences  
www.cjeventsandexperiences.com  
916.833.6325

Charmed Events Group  
www.charmedeventsplanning.com  
408.300.2565

Danzante Events  
www.danzanteevents.com  
831.840.1862

Dream A Little Dream Events  
www.dreamalittledreamevents.com  
415.931.8366

Events by Rubal  
www.eventsbyrubal.com  
650.766.7617

Events by Satra  
www.eventsbysatra.com  
408.425.7317

Events by the Bay  
www.eventsbythebay.com  
415.794.6704

Flora Flora  
www.florafloraevents.com  
669.302.6322

Flores Events  
www.floresevents.online  
530.205.3030

Leanne Lane Weddings  
www.leannelaneweddings.com  
408.348.4564

Lorelle Events  
www.lorelleevents.com  
949.792.6444

Limelight Productions  
www.limelightp.com  
415.686.7452

Made by Connie Designs  
www.madebyconnie.co  
408.780.8402

Make it Mariko Events  
www.makeitmariko.com  
650.892.4537

OSO Events  
www.osoevents.com  
408.663.6530

A Paper Flower Wedding  
www.apaperflowerwedding.com  
650.483.5209

Precious Designs & Events  
www.preciouseve.com  
669.333.1144

Relic Events  
www.relic-events.com  
831.204.0424

Sloan Events  
www.rydersloanevents.com  
615.944.2653

Signature Events by Christine  
Romero, www.sigeventsbycr.com  
408.884.3786

Simple Little Details  
www.simplelittledetails.com  
408.444.6685

Simply Elegant by Diana  
www.booksimplyelegant.com  
510.260.6148

Sweet & Crafty  
www.sweetandcrafty.com  
415.846.5757

Trilogy Events  
www.trilogyeventplanning.com  
714.392.9869

Two Perfect Events  
www.twoperfectevents.com  
650.260.8788

## Florists & Design

Aili Ice Designs  
www.ailliicedesigns.com  
650.299.1211

Arjan Flowers & Herbs  
www.arjanflowers.com  
510.652.2887

Bell & Trunk Flowers  
www.bellandtrunk.com  
415.6480519

Bings Design  
www.bingsdesign.com  
415.724.2153

Blushing Blooms Floral Design  
www.blushingbloomsnh.com  
603.475.796

Cypress Flowers Weddings & Events  
www.cypressflowersdesign.com  
408.693.6413

Dahlias and Details  
www.dahliasanddetails.com  
831.889.0703

Erica Rose Design  
www.ericarosedesign.com  
415.678.5556

Flora & Fauna  
www.florafauanabymichele.com  
650.560.8416

Floral Senses Designs  
www.floralsenses.com4  
415.299.3772

Green Petal  
www.greenpetaldesigns.com  
415.623.4050

Petite Petal Company  
www.petitepetalco.com  
408.540.7429

Precious and Blooming  
www.preciousandblooming.com  
408.221.4105

Poppy's Petalworks  
www.poppypetalworks.com  
415.806.2950

Urban Flora  
www.urbanflora.com  
408.581.6644

## Attire & Accessories

Atelier des Modistes  
www.atelierdesmodistes.com  
415.775.0545

BHLDN / Anthropologie  
www.bhldn.com  
650.566.1325

Bo Lee Bridal  
www.boleebridal.com  
408.774.9242

Bridal Galleria Atelier  
www.bridalgalleria.com  
415.362.2277

Camille La Vie – Group USA  
www.camillelavie.com  
408.935. 8787

Elegant Lace Bridal  
www.elegantlacebridal.com  
408.978.2230

Flare's Bridal + Formal  
www.flaresbridal.com  
925.939.3306

Gesinee's Bridal  
www.gesineesbridal.com  
925.686.6444

Hall Madden Custom Menswear  
www.hallmadden.com  
510.241.2741

Haute Bride  
www.hautebride.com  
408.827.4775

Hey Lady: Stylish Wedding Shoes  
www.shopheylady.com  
650.269.8965

Janene's Bridal Boutique  
www.janenesbridal.com  
650.263.8100

Men's Warehouse  
www.menswarehouse.com  
408.733.2016

Rin's Bridal  
www.rinsbridal.com  
650.595.3404

Trudys Brides  
www.trudysbrides.com  
408.377.1987

Twigs & Honey – Bella Bridesmaid  
www.twigsandhoney.com  
415.931.5492

Urban Veils Couture  
www.etsy/shop/urbancouture.com  
415.931.5492

Winnie Couture Bridal Atelier  
www.winniecouture.com  
415.525.3642

## Makeup & Styling

Aimee Lam Makeup & Hair Design  
aimeemakeupartistry.com  
408.805.2805

Bun Bun Bridal Lab  
www.bunbunbridallab.com  
415.990.2533

Design Her Image  
www.designherimage.com  
408.242.8154

Henna & Beyond  
www.henna-and-beyond.com  
408.247.7719

Jireh Hair & Makeup Artistry  
www.jirehartistry.com  
408.417.3126

Julie Dy  
www.juliedy.com  
415.235.4802

Kristin Marie, LLC  
www.KristenMarieLLC.com  
650.722.1332

Madame Me Makeup & Hair  
www.madameme.com  
510.754.2745

OMG! Nails and Spa  
www.omgnailsandspa.com  
650.969.3466

Sense Spa at Rosewood Sand Hill  
www.rosewoodhotels.com  
650.561.5100

Simply Be Beautiful Day Spa  
www.simplybebeautifuldayspa.com  
650.323.1009

Stone Foxx Boutique Salon  
www.stone-foxx.com  
650.264.8186

## Cakes & Sweets

Butter&  
www.butterand.com.com  
415.707.7414

Buttercup Cakes  
www.farmhousefrosting.com  
831.466.0373

Cake Expressions  
www.cakeexpressions.com  
408.295.2253

Grace & Gusto Cakes & Acrylics  
www.graceandgustof.com  
901.340.8306

Haleh Pastry & Cafe  
www.halehpastryandcafe.com  
408.379.2551

Icing on the Cake  
www.icingonthecakebakery.com  
408.354.2464

Jenny's Churros  
www.jennyschurros.com  
888.259.1140

Just BakeCause  
www.justbakecause.com  
510.828.6620

MoonBaby Cakes  
www.moonbabycakes.com  
415.480.4622

Namesake Cheesecake  
www.namesakecheesecake.com  
650.833.9529

Pastrychik  
www.pastrychik.com  
650.232.7126

Sibby's Cupcakery  
www.sibbyscupcakery.com  
415.613.4373

Sift Dessert Bar  
www.siftdessertbar.com  
415.515.8600

Studio Cake  
www.studiocake.com  
650.326.1019

Sugar Butter Flour  
www.sugarbutterflour.com  
408.732.8597

SusieCakes Bakery  
www.susiecakes.com  
650.324.2252

Zibatreats Cakes  
www.zibatreatssj.com  
408.764.1188

## Photography & Video

Action Flip Books & Green Screen  
www.actionflipbooks.com  
800.785.0260

Ashley Maxwell Photography  
www.ashleymaxwellphoto.com  
408.569.3086

Apollo Fotografie  
www.appolofotografie.com  
610.717.7150

The Booth Bus  
www.theboothbus.com  
831.295.1311

Chelsea Dier Photography  
www.chelseadier.com  
206.595.4187

Chiarashine Photography  
chiarashinephotography.com  
408.832.9131

Gavin Farrington Photography  
www.gavinfarrington.com  
415.6858.5776

Indigo Sky Studios  
www.indigoskystudios.com  
916.460.2830

IO Photo Studio  
www.iophotostudio.com  
650.305.1495

Jay Tsai Photography  
www.jaytsaiphotography.com  
650.386.3999

JennaBeth Photography  
www.jennabeth.com  
415.299.1079

Kande Photo Booths + AI Sketch Bot  
Kandephoto Booths.com  
650.491.9488

Katherine Elyse Media  
katherineelysemedia.com  
916.812.5475

Lacey Michelle Photography  
www.laceymichellephoto.com  
408.307.2954

Linneth de la Rocha  
www.linnethdelarocha.com  
650.206.9544

Majesta Patterson Photography  
www.majestapatterson.com  
408.612.5978

Meg Messina Photography  
www.megmessina.com  
415.641.4226

MOVE Photography  
www.movephotography.com  
707.776.6891

Nirav Patel Photography  
niravpatelphotography.com  
209.817.3851

One Snap Photobooth  
www.onesnapphotobooth.com  
408.480.1242

Rosa Delgado Photography  
www.rosadelgado.com  
510.290.3095

S & J Photo Creation  
www.sjphotocreation.com  
415.516.7003

Sabine Scherer Photography  
www.sabineschererweddings.com  
510.228.4655

Sandra Fazzino Photography  
www.sandrafazzino.com  
408.755.5914

Say Ya Photobooth  
www.sayyaphotobooth.com  
415.944.7505

ShootAnyAngle Photography  
www.shootanyangle.com  
408.805.4408

S&J Photo Creations  
www.sjphotocreation.com  
415.516.7003

Sweetness and Light Photography  
sweetnessandlightphoto.com  
925.207.6347

Upma Sharma Photography  
upmasharmaphotography.com  
425.518.9978

Vivo Photography  
www.vivophotography.com  
408.250.8927

## Accommodations

The Ameswell Hotel  
www.theameswellhotel.com  
650.880.1000

The Clement Hotel  
www.theclementpaloalto.com  
650.322.7111

Courtyard by Marriott  
*Palo Alto/Los Altos*  
www.marriott.com  
650.941.9900

Crowne Plaza Cabana  
www.cabanapaloalto.com  
650.857.0787

Dinah's Garden Hotel  
www.dinahshotel.com  
800.227.8220

Domain Hotel  
www.domainhotelsv.com/  
(408) 247-0800

Four Seasons Silicon Valley  
fourseasons.com/siliconvalley  
650.470.2875

el PRADO  
www.elpradopaloalto.com  
650.322.9000

The Grand Hotel  
www.svgrandhotel.com  
800.786.0827

Hilton Garden Inn  
www.hiltongardeninn.hilton.com  
650.316.2105

Holiday Inn Express, An IHG Hotel  
www.hotelmountainview.com  
650.967.7888

Hotel Avante, a Joie de Vivre Hotel  
www.jdvhotels.com/avante  
650.940.1000

Hotel Keen  
www.hotelkeen.com  
650.327.2775

Hotel Nia  
www.hotelnia.com  
650.900.3434

Hotel Strata  
www.hotelstrata.com  
800.445.7774

Hotel Valencia Santana Row  
www.hotelvalencia-santanarow.com  
408.551.0010

Hotel Zico  
www.hotelzico.com  
650.969.8200

Hyatt Centric Mountain View  
www.hyatt.com  
844.207.7149

Hyatt House Cupertino  
www.hyatt.com  
669.220.3833

The Nest  
www.nestpaloalto.com  
650.493.2760

Radisson Inn Sunnyvale  
www.radissonhotelsamericas.com  
408.747.0999

Ramada by Wyndham  
www.ramadasiliconvalley.com  
650.967.6856

Residence Inn by Marriott  
www.residenceinn.com  
408.477.1814

Rosewood – Sand Hill  
www.rosewoodhotels.com  
650.561.1600

Shashi Hotel, an Urban Resort  
www.shashihotel.com  
650.420.2600

Sheraton  
www.starwoodhotels.com  
*Palo Alto*  
650.328.2800  
*Sunnyvale*  
408.745.6000

TownePlace Suites  
www.marriott.com  
408.733.4200

The Westin Palo Alto  
www.starwoodhotels.com  
650.321.4422

## Transportation

ABC Chauffeured Limousines  
www.abctrans.com  
650.401.6200

Corinthian Ground  
Transportation Services  
www.corinthiantransportation.com  
408.593.4144

E-Charterbus  
www.echarterbus.com  
888.999.5233

Elegant Journey Limousine  
www.ejlimo.com  
408.249.5838

Nationwide Limousine Service  
www.nslimo.com  
650.873.8061

Noble, a Limousine & Sedan  
Transport Company  
www.nslimo.com  
650.655.4600

Gary Pollack Classic Cars  
www.gpclassiccars.com  
408.250.4366





# Request for NEW Vendor—Insurance Review

Please **print clearly** and complete the following in full. All insurance requests must be initiated a minimum of 60 days prior to event and completed a minimum of 30 days prior in order to work on site. If more than two (2) vendors require insurance review, additional time may be needed.

Date(s) of event : \_\_\_\_\_ Number of guests at your event : \_\_\_\_\_

Name(s) of renter : \_\_\_\_\_

Phone number : \_\_\_\_\_ Email : \_\_\_\_\_

Vendor—Description of Service:

- Caterer       Food Truck       Mobile Bar
- Rentals       Lighting       Bartender

Vendor Name: \_\_\_\_\_

Phone number : \_\_\_\_\_ Email : \_\_\_\_\_

I, \_\_\_\_\_ (name) understand that it is my responsibility to meet the City of Mountain View’s stated insurance requirements and that I am not being charged an additional fee for this event/insurance review. I acknowledge my own additional time that may be necessary to ensure that the paperwork is approved. I agree to ensure that timelines are met to ensure that approval is obtained in advance of my rental.

I will follow-up with a vendor’s staff liaison in a prompt manner and understand that the minimum requirements must be met by the vendor in order to be approved to work on City of Mountain View property.

- 1) Commercial general liability insurance
- 2) Additional insured endorsement for commercial general liability;
- 3) Automobile insurance certificate
- 4) Additional insured endorsement for auto; and
- 5) Proof of worker’s comp.

Signed (Renter’s Name Here): \_\_\_\_\_

Date of Submittal: \_\_\_\_\_

- Commercial general liability insurance
- Additional insured endorsement for commercial general liability
- Automobile insurance certificate
- Additional insured endorsement for auto; and
- Proof of worker’s comp.

Staff Notes:

Submit to: rhouserentals@mountainview.gov, or fax (650) 962-1102.

3070 N. Shoreline Boulevard, Mountain View, CA 94043



## City of Mountain View

### **What is the City's policy on insurance for services on its premises and grounds?**

Insurance is required for rental companies, caterers, food trucks, lighting and service companies, and must be provided through carriers with a Best Rating Guide rating of A:VII or higher, in an effort to minimize risk of loss as well as liability to which the City of Mountain View may be exposed. If you are unable to secure a vendor from the available, approved list, it is strongly recommended that you seek City approval of that vendor's insurance prior to initiating a contract with them. We require:

### **Commercial General Liability and Automobile Liability Insurance:**

Proof of comprehensive General Liability insurance, as well as non-owned and hired Automobile Liability, in an amount of not less than One Million Dollars (\$1,000,000) per occurrence, Two Million Dollars (\$2,000,000) aggregate, and include bodily injury and property damage as a combined single limit or equivalent. Such insurance shall name the City of Mountain View, its agents, employees, volunteers and officers as an additional insured. Claims-made policies are not acceptable. When an umbrella or excess coverage is in effect, it must follow the form of the underlying coverage.

### **Workers' Compensation Insurance:**

Vendors must be familiar, and comply, with the Workers' Compensation laws of California (contained in Section 3700 of the Labor Code). In addition, clients and vendors may not employ any person in any manner so as to become subject to the Workers' Compensation laws of California.

### **Other Insurance Provisions:**

The City of Mountain View, its officers, officials, employees and volunteers are to be covered as additional insured by Endorsement CG 20 10 11 85 or other endorsement approved by CITY's Risk Manager for Commercial General and Automobile Liability coverage. (Only the endorsement confers insurance coverage for the City and allows the City to be directly reimbursed for any claims. A certificate only shows proof of insurance and does not provide any coverage for the City.)

For any claims related to this project, insurance coverage shall be primary and any insurance or self-insurance maintained by CITY, its officers, officials, employees and volunteers shall not contribute to it.

A complete list of food truck vendors is available from the City of Mountain View. In order to work on site, food trucks must hold a current Mountain View Mobile Vendor Permit, provided they follow Mountain View City Code Chapter 15 and facility rental policies.

If, for any reason, the vendor fails to maintain insurance coverage that is required pursuant to this contract, the same shall be deemed a material breach of contract for the client. The City, at its sole option, may terminate this contract and obtain damages from client resulting from said breach. Unless insurance requirements are met for these higher-risk vendors, the City reserves the right to forbid work from occurring on its premises.

Please refer to the sample ACORD insurance certificate, and additional insured endorsement, as a guide for submitting insurance in advance of obtaining approval from your City of Mountain View liaison. Additional insured endorsements must not be conditional upon a contract with the City. Sample certificates are available to review.