



CP RENTAL VENDOR REQUIREMENTS

Any vendor (Caterer*, DJ, Band, Florist, etc.) that is working on and/or providing a service on a City property is required to have the following documents. It is the applicant's (Client's) responsibility to provide these documents to the CP Facility Rental team at least fourteen (14) days in advance of the facility rental date. All documents can be submitted via email to event.services@cityofrc.us indicating the facility rental date and client name in subject line.

1. City of Rancho Cucamonga Business License
 - a. A copy of your City of Rancho Cucamonga Business License is required. The Central Park Facility Rental division will not accept a business license from another City.
 - b. If your vendor needs to apply for a City of Rancho Cucamonga Business license, they can visit our website at, [City of RC Business License Online Services](#)

2. Certificate of Insurance with an Endorsement Page listing the City as additionally insured.
 - a. A Certificate of Insurance that shows a \$1,000,000.00 policy aggregate and that also lists the City of Rancho Cucamonga as the certificate holder.

The address for the certificate is: City of Rancho Cucamonga
10500 Civic Center Drive
Rancho Cucamonga, CA 91730

- b. An Endorsement page that lists the City of Rancho Cucamonga as additionally insured. Unlike the Certificate of Insurance, this page changes the insurance policy and is required for your event to move forward. Specific verbiage MUST appear on the Endorsement Page to make it valid.

That verbiage is:

City of Rancho Cucamonga and its elected officials, officers, director, employees, servants, volunteers, and agents.

Please DO NOT list this verbiage on the Certificate of Insurance. Again, it must appear on the Endorsement page. (See back for example of endorsement page).

3. San Bernardino County Health Permit, if applicable, any caterer or restaurant serving food on site are required to provide a Current San Bernardino County Health Permit OR in the county they reside. *Note: If applicant is providing their own food, a health permit is not required.
4. Food Handler Card from San Bernardino County, if applicable, ALL STAFF WORKING ON SITE must have a Food Handlers Card issued by San Bernardino County Environmental Health Services OR in the county they reside. *Note: If applicant is providing their own food, a Food Handler Card is not required.
5. Sales of any item or food on city property must provide a Seller's Permit in addition to a Business License: A California seller's permit number pursuant to section 6067 of the Revenue and Taxation Code. <https://www.cdtfa.ca.gov/services>
 - a. Live Scan (Applies to mobile units and/or sidewalk vendors)



CP RENTAL VENDOR REQUIREMENTS

Endorsement Page Sample

Policy number must match certificate.

POLICY NUMBER: **NPP8831842** COMMERCIAL GENERAL LIABILITY
CG 20 10 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS - SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location(s) Of Covered Operations
City of Rancho Cucamonga and its elected officials, officers, director, employees, servants, volunteers, and agents.	City of Rancho Cucamonga 10500 Civic Center Drive Rancho Cucamonga, CA 91730

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II - Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

Please DO NOT list this verbiage on the Certificate of Insurance. Again, it must appear on the Endorsement page. Specific verbiage MUST appear on the Endorsement Page to make it valid.