



# EVENT SERVICES 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 Event Services team at least fourteen (14) days in advance of the event date. All documents can be submitted via email to [event.services@cityofrc.us](mailto:event.services@cityofrc.us) indicating the event 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 Event Services division will not accept a business license for 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
  - 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

**-AND-**

a. 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 this 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)



# EVENT SERVICES VENDOR REQUIREMENTS

## Sample of Endorsement Page

POLICY NUMBER: ACPGLO7825167986 ✓

COMMERCIAL GENERAL LIABILITY

CG 20 10 07 04

\* Policy number must match # on Certificate of Liability Form

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
Blanket as required by written contract and effective during the policy period as stated on the policy declarations.  The City of Rancho Cucamonga, its officers, officials, employees, designated volunteers and agents servicing as independent contractors in the role of city officers ✓	Blanket as required by written contract. Primary Insurance applies: It is agreed that such insurance as is afforded by this policy for the benefit of the additional insured shown shall be primary insurance, and any other insurance maintained by the additional insured(s) shall be excess and noncontributory as respects any claim, loss or liability allegedly arising out of the operations of the named insured, provided however that this insurance will not apply to any claim, loss or liability which is determined to be solely the result of the additional insured's negligence or solely the additional insured's responsibility.

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 this 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