



City of
Mountain View

Rengstorff House

Thank you for choosing the Rengstorff House, a City of Mountain View facility, for your upcoming event!

We hope that your experience is fulfilling and pleasant throughout.

This packet is designed to assist you through the planning process.

Required documents (pages 3-12) for the venue include: the Event Details Form; House/Grounds Layout; Waiver/Indemnification Agreement(s); On-Site Vendor Guidelines; Rental Equipment Planning; and Event Insurance documents. Please also submit drawn schematics of your event prior to meeting again at the venue with me.

If you intend to work with a catering, rental, lighting, staffing and/or food truck operator not shown on page three (3) of the City of Mountain View vendor list*, please submit a Request for New Vendor form (page 13) for insurance review a minimum of sixty (60) days prior to your event, noting that adequate time is necessary for submission and review.

In addition, approval is required for other activities, including Fire Ceremony (page 17) and/or Tenting (page 19).

Other helpful documents may include:

- Insurance Sample Documents and Overview, pages 14-16
- Standard for Outdoor Heaters, page 18
- Credit Card Authorization Form, page 20
- Driving Directions, page 21
- Reserved/VIP Parking Cards, page 22
- Request for Rental Agreement Amendment, page 23

Thank you for your attention to these considerations in advance of your upcoming rental event!

Senior Recreation Coordinator

City of Mountain View

* Vendor resource list available upon request.





Rengstorff House

This planning timeline is designed to ensure that important paperwork and arrangements are handled far in advance of your rental, and so that all parties may rest assured that arrangements have been made in accordance with City guidelines. Please think through all aspects of liability, rental operations, and vendor communication in advance of your meeting with City staff, so that you may focus on your guests and other special details in the days and weeks prior to your event or celebration.

When Booking Vendors:

- ☐ Remember, all non-approved caterer, rental, lighting and/or staffing companies must meet the City of Mountain View's insurance requirements.
- ☐ Food trucks must submit insurance, even if shown on the existing vendor list.
- ☐ Food— delivery only? Please collect a signed, vendor waiver.
- ☐ Other vendors working on site? Please collect a signed vendor waiver, in all instances (i.e. unless friends, family, no signed contract).

60 Days Prior to Your Event:

- ☐ Submit Request for NEW Vendor—Insurance Review form, Application—Fire Marshal Review and/or Request for Tenting at the Venue, as form, as applicable.
- ☐ Contact your staff liaison to schedule a wedding rehearsal, if necessary:
Requested date: _____
Preferred time: _____
Estimated # of attendees: _____

45 Days Prior to Your Event:

- ☐ Schedule final walk-thru appointment with City of Mountain View staff.
- ☐ Invite event planner and/or caterer to final walk-thru appointment.
- ☐ Request rental storage/delivery information from your caterer/rentals company.

30 Days Prior to Your Event:

- ☐ Fill out the required paperwork prior to your final meeting with staff, including:
____ Event Details Form
____ House/Grounds Layout
____ Waivers, Release of Liability and Indemnification Agreement(s)
____ On-Site Vendor Guidelines Form and Rental Equipment Planning Form(s)
____ Event Insurance Application
____ Credit Card Authorization Form (i.e. balance due in full)
____ Private Party Set-up and Cleanup Form, as applicable

10 Days Prior to Your Event:

- ☐ Survey weather and submit request for emergency Tent Permit, as applicable.
- ☐ Deadline for all event amendments, subject to staff approval(s).

Day of Your Event:

- ☐ Confirm delivery of rentals behind the house the day of your event only.
- ☐ Ensure timeline arrival of staff at the beginning of your permitted time.
- ☐ Facilitate on-time removal of equipment by the end of the scheduled rental; all set-up of equipment must occur within the contracted, rental time only.

*Congratulations, and thank you again for choosing the Rengstorff House!
(Your security deposit refund will be processed 30 days following the event.)*



PERMIT # _____

Event Details

Must be completed in full 30 days prior to your event and submitted along with House/Grounds Layout.

All changes must be submitted in writing, separate from event timelines.

Client's name : _____ Event Date : _____ Day of Week: _____ # of Guests: _____

Time of set-up : _____ Time of guest arrival : _____ Start of event : _____

End of event : _____ Time for clean-up : _____ Time of departure : _____

VENDOR LOGISTICS*

Concert Scheduled Night of Event? Y / N _____

Waiver? Event Planner: _____ Phone #: _____

☐ Contact name: _____ Email: _____

Rental Company : _____ Phone # : _____

Day of delivery : _____ Time of delivery : _____

Load-in/Load-out may be required for: ☐ Non-Folding Chairs ☐ Chairs in excess of 150 ☐ Farm tables, wooden bars

☐ BBQ grill(s) ☐ Outdoor oven(s) ☐ 10' tables ☐ Heat lamp(s): _____ ☐ Vintage/lounge furniture

Day of pick up : _____ Time of pick up : _____

Caterer's name : _____ Email: _____

Time of set-up : _____ Time of break-down: _____

Food truck? _____ Parking Location: _____

Service Company ? _____ Phone #: _____

Time of Arrival: _____ Time of Departure _____

If No Caterer or Service Company, Provide Main Contact, Details, and Plans:

Food Delivery Details: _____ Time of Delivery: _____

Person in Charge of Set-up: _____ Person in Charge of Clean-up: _____

Lighting company: _____ Phone #: _____

Time of set-up: _____ Time of break-down: _____

Waiver?

If No Lighting Company, Please Provide Details and Overview.

☐ Officiant? _____

☐ Photographer? _____ Phone # : _____

☐ Videographer? _____ Phone # : _____

☐ Photo Booth? _____ Phone # : _____

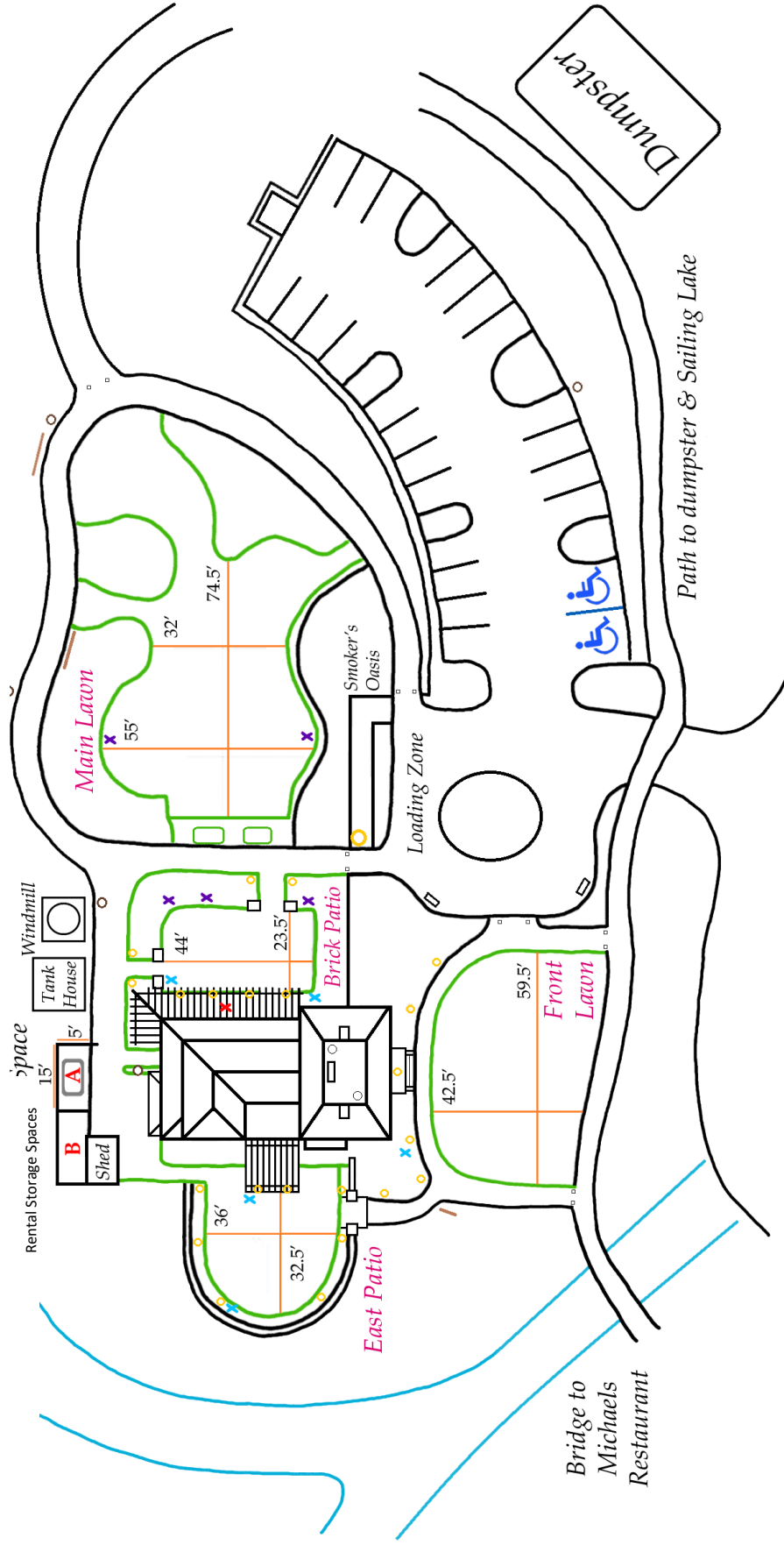
☐ Florist? _____ Phone # : _____

☐ Cake or Desserts? _____ Phone # : _____


☐ Ceremony /Reception Music : ☐ iPod ☐ Musician Name: _____

Phone # _____ / _____ Time of set-up : _____ End: _____

Rengstorff House & Grounds



*Twenty-three parking spaces
 *Complimentary wedding arch available
 61"W x 25"D x 100"H

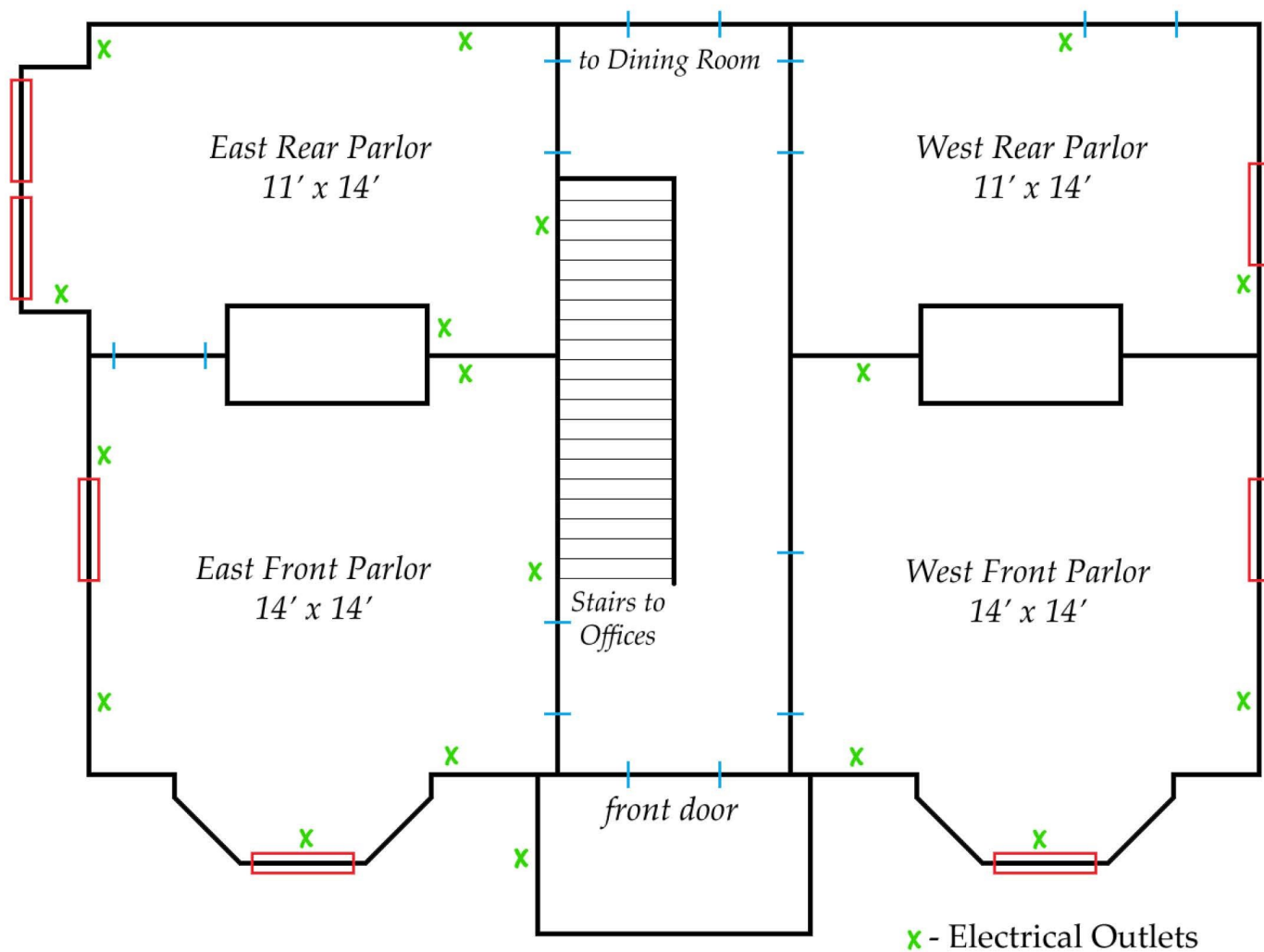
-  Bench
-  Lights
-  Garbage Cans
-  Area for Frying and Barbequing of Food
-  Electrical Outlets Combined for 20 Amps
-  Electrical Outlets Combined for 20 Amps
-  Electrical Outlet & Outlet in Kitchen Combined for 20 Amps





Front Parlor Rooms

**These four parlors are decorated according to the exhibitions we have each month.*



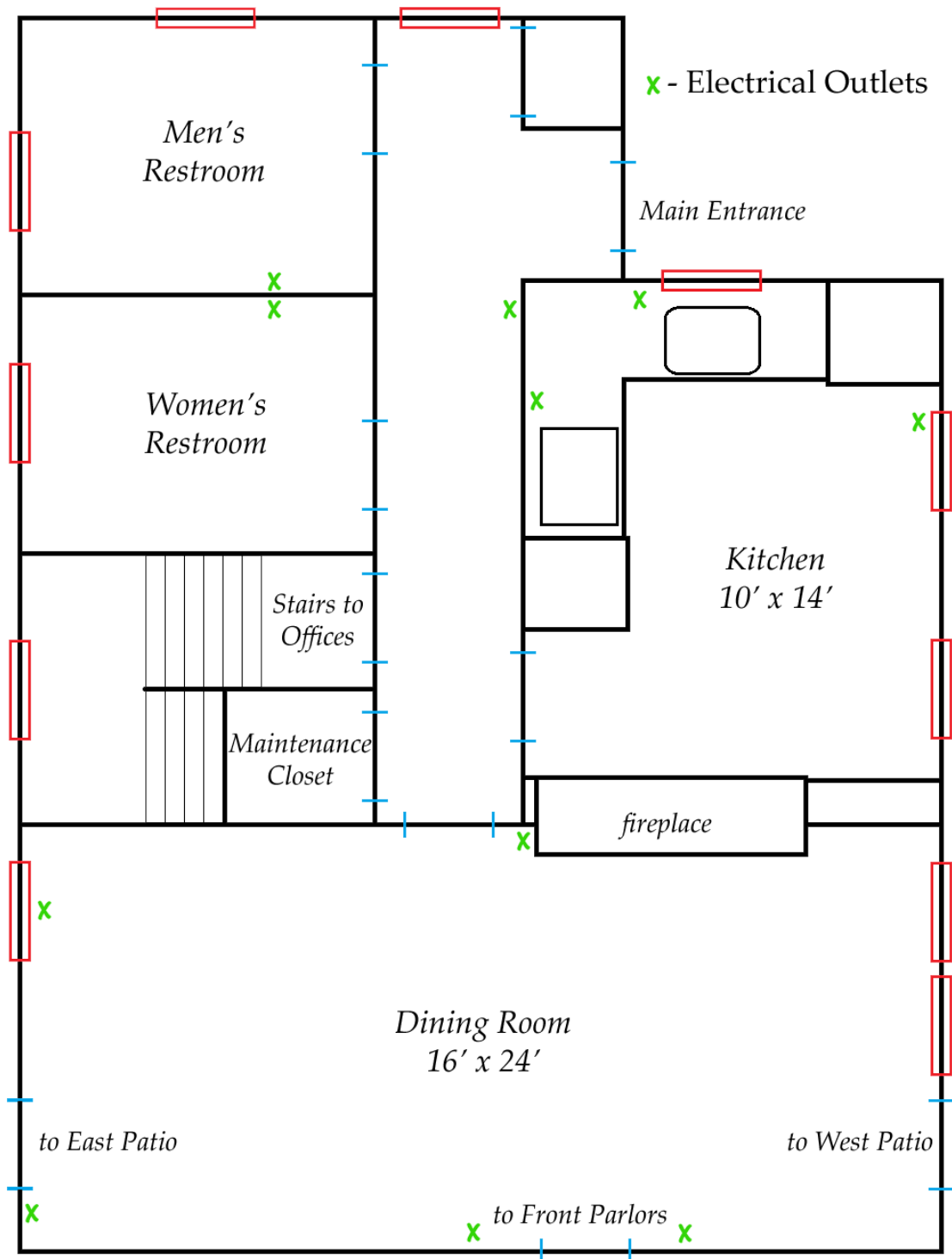
Comments

Close parlors:

Open parlors:

Additional notes:





First Look Photos?

Location and Time:

Circle One:

*Open House to Guests
Following Ceremony*

*Open Dining Room
and Rear Hallway Only*

*Close House to Guests
(Excluding Restrooms)*





Event Details

Must be completed 30 days prior to your event and submitted at your final logistics meeting.

SPECIAL ARRANGEMENTS

Ceremony Location : ☐ East Patio ☐ Front Lawn ☐ Main Lawn Use of wedding arch? ☐ No ☐ Yes

**In East Patio and Main Lawn only*

Rehearsal date : _____ Time : _____

Gifts Drop Off Location / Details: _____

Special parking requests for event? _____ # handicapped spots: _____

☐ Spaces to be coned off : _____ ☐ Greeter/attendant? Name/relation: _____

Waiver?

☐ Transportation? _____

Drop-off Location: _____ Parking Location: _____

☐ Other special transportation requests (i.e. type and size of vehicle) _____

Details: _____

Extra Equipment: ☐ Tenting : _____ Size : _____ ☐ Copy of Permit Received

☐ Audio/Visual : _____ ☐ Outdoor Heater(s) : _____ ☐ Generator _____

I, _____ RENTER, acknowledge the possibility that I may not be physically present at the beginning and/or conclusion of my rental event. I authorize _____ to make decisions on my behalf and review the quality and cleanliness of the site at the conclusion of the rental. My authorization of another person to serve as an event contact/liaison in no way releases me from the legal obligations associated with the permit/contract.

Signature of Renter: _____ Date: _____

In case of emergency the day of the event, please contact: _____ (Name) Phone (____) _____ - _____

In accordance with City policy, all refund requests must be made directly to the original payer, as indicated on the check and/or original form of payment. However, especially for recently-married couples, we recognize the importance of validating how you would like your check to be directed. If your credit card on file is expired, please let us know.

If you are requesting that the check be remitted to anyone other than the original payer, we require written consent from the original payor. If you have a new last name or mailing address, please indicate here, and have the payer sign below. If the check was written by a family member or other person, they may also sign this form, acknowledging permission to release the funds to another name; otherwise, that person would be required to provide specific refund instructions by sending an email to: **RHouseRentals@mountainview.gov**.

Name _____

Address _____

City, State, Zip _____

☐ Name change ☐ Address Change ☐ Authorization to Redirect Funds to Another Person, as Shown

Signature of Payor: _____ Date: _____





City of
Mountain View

**WAIVER, RELEASE OF LIABILITY AND
INDEMNIFICATION AGREEMENT**

I, _____, request to be permitted on the City of Mountain View's property at the below location: (check one)

☐ Rengstorff House ☐ Historic Adobe ☐ Senior Center ☐ Community Center

On the date(s) of: _____ (include the following day if on site past midnight) to provide the following service: _____ hereinafter "Work".

In consideration of the City of Mountain View (hereinafter "City") allowing the use of the property for the Work described above, I agree to the following conditions:

I hereby hold City harmless and hereby waive, release and discharge any and all claims for loss or damage of any kind, including, but not limited to, death, personal injury, bodily injury and/or property damage which I have or which hereinafter may accrue to me against the City, its officers, officials, employees and volunteers for any and all liability arising out of or connected in any way with the Work.

In addition, I agree to defend, indemnify, and hold harmless City, its officers, officials, employees and volunteers from any liability for claims, losses, demands, injury, damages or actions by third parties that arise out of or relate to my participation in the Work on my own behalf or on behalf of a client.

I also agree that in the event of a loss due to the Work, I shall look solely to my own insurance coverage for recovery. My insurance coverage is primary and noncontributory. I further agree to waive any right of subrogation against the City by any such insurer I may have contracted with for payment of any loss under such insurance.

I agree to comply with all applicable laws and regulations of the Federal, State and local government, including, but not limited to, "The Code of the City of Mountain View, California." I specifically agree to comply with any applicable laws, regulations, and/or guidelines relating to COVID-19, including, but not limited to, Centers for Disease Control and Prevention (CDC) guidelines, State of California and Santa Clara Department of Public Health orders and/or guidelines, and the COVID-19 Rental Addendum and CITY's protocols for contractors/vendors and renters related to COVID-19, located respectively at www.mountainview.gov/depts/fasd/purchasing for vendors and www.mountainview.gov/depts/cs/shoreline/rengstorff/rental.asp for renters of the Rengstorff House, incorporated herein by this reference, as amended from time to time.

It is further understood and agreed that this waiver, release and indemnification agreement has been freely entered into and is binding on myself, my heirs and assigns. By my signature below, I acknowledge that I have read this document and understand its contents and obligations.

THIS IS A RELEASE OF YOUR RIGHTS, READ CAREFULLY BEFORE SIGNING

Signature

Date

Name and Address (print)

Phone Number



RENGSTORFF HOUSE

On-Site Vendor Guidelines

As a renter of the Rengstorff House for a social gathering/event on _____ (date), I agree to abide to all applicable rules/regulations. As the event date nears, I attest that I have taken steps to plan an event that is in keeping with the indoor/outdoor environs during the rental activity, and that all of my vendors and I will:

Prior to, and In Association with, the Event Day

- Visit the Rengstorff House to familiarize myself with the grounds and equipment available at venue.
- Review the Rengstorff House rules and regulations to ensure that all pertinent rules and regulations are being followed.
- Whenever possible, involve planners and/or caterers in the final rental appointment.
- Plan my menu accordingly, w/ no raw food preparation, frying of food nor tomato-based foods in the house.
- If scheduling rentals delivery, deliver rental equipment behind the house the day of your rental only, or load-in equipment for immediate set-up at the beginning of your contracted, rental time.
- Follow any and all applicable COVID-19 health/sanitation guidance and orders at the time of the rental event.
- Include garbage / recycling receptacle needs in my rentals plans, due to limited bins available on site.

Arrival & Set-Up

- Deliver and remove equipment from the site the day of your rental only.
- Remove all vehicles immediately upon unloading items in the roundabout and park at other Shoreline lots.
- Ensure the that emergency access panels behind the house are not blocked, and provide an egress.
- Provide a drip pan and fire extinguisher for any kind of cooking behind the house, and take ashes away.

Garbage & Recycling

- Place garbage receptacles and recycling near bars and commonly-accessed areas.
- Do not allow guests to fill City of Mountain View receptacles with (heavy) beer bottles and other recyclables.
- To prevent litter, remove beer bottle caps prior to the serving of beer and other bottled beverages.
- Collect trash in tied, plastic bags inside of our garden cart until it is full or emptied in nearby dumpsters.
- Flatten cardboard and remove other trash from storage area, before taking it with event refuse to the dumpster.
- Only use the center composting dumpster if following all applicable composting guidelines.
- Always close dumpster covers, for general presentation and to ensure that wildlife do not access the dumpsters.
(When mixed recycling is to capacity, do not over-fill; instead, place mixed recycling in the nearby garbage container.)

Cleanup & Storage

- Notify City staff in the case of spills, breakage, etc. so we can ensure proper cleanup has occurred.
- Avoid carrying garbage bags across the brick patio, as this can cause dripping spillage and stains.
- Refrain from pouring leftover beverages in the flower beds, on the plants, lawn, ground, gravel or paved areas. Ice must be emptied in the dirt area to the left of the garden shed, to prevent damage to the landscaping.
- Rinse dirty dishes, glassware, and flatware prior to overnight storage, so as to avoid attracting wildlife.
- Ensure that kitchen and cooking areas are cleaned prior to departure, with the kitchen floor mopped, fridge/surfaces wiped down, and cabinets cleared of equipment and belongings. Do not leave extra ice in the freezer.
- Ensure that all rental equipment and event supplies are removed from the site by the end of the rental period.
- Return garden cart and any other loaned equipment to City staff prior to departure.
- Move any equipment, including benches, back to their original location.

Signature of Renter

Date



Rental Equipment Planning

Please **print clearly** and complete the following in full. All attempts to ensure smooth rental operations are smooth are requested on the part of the venue. Please work with your caterer and/or rental vendor to ensure that delivery/pickup arrangements are made in advance and communicated in writing.

Date(s) of event : _____ Number of guests at your event : _____

Name(s) of renter : _____

Phone number : _____ Email : _____

Vendor Name: _____

Phone number : _____ Email : _____

Driver name and emergency number: _____

Rental delivery time: _____

Rental company—specialized equipment setup/tear-down? Farm tables assembly—Y/N

Lighting equipment—Y/N

Tenting/other —Y/N

Rental pickup time: _____

Shoreline concert/traffic implications? Y/N _____, _____ estimated attendance

Pickup(s)—# of staff anticipated: _____

Caterer team scheduled until end of rental time? Y/N

Rental company may begin disassembling equipment prior to the end of on-site music/entertainment? Y/N

Staff notes—night of the event:

I, _____ (name) understand that it is my responsibility to ensure proper communications and staffing with vendors so that all rentals are delivered behind the house the day of my contracted event only, and that all equipment depart the site at the time of my contracted event time. I understand that Shoreline Amphitheatre concerts may impact traffic flow the night of the event, and have communicated with the company to ensure early arrival when this is the case. I understand that all rental equipment must depart the venue at the end of the rental, making way for events to occur the next day. Any diversion of this rental arrangement is subject to possible revocation of my security deposit on file.

Signed (Renter's Name Here): _____ Date: _____

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

3070 N. Shoreline Boulevard, Mountain View, CA 94043



Insurance Application

Please **print clearly** and complete the following in full.

Name(s) of renter on contract : _____

Address : _____ Email: _____

City : _____ State : _____ Zip code : _____

Type of event : ☐ Wedding ☐ _____ Location : **Rengstorff House**

Liquor served : ☐ Non-Alcoholic Event ☐ Beer ☐ Wine ☐ Champagne

Date(s) of event : _____ Number of guests at your event : _____

Date of Rehearsal : _____ Number of guests at your rehearsal : _____
(i.e. as applicable for wedding events)

Amount* : \$ _____ ☐ Additional charge: \$ _____

**Non-wedding events serving alcohol must receive underwriter approval from City of Mountain View.*

HAZARD 2 EVENTS ONLY (i.e. Non-Wedding Events w/ Alcohol) Rental Time: ____:____ (am/pm) — ____:____ (am/pm)

Venue Use/Location of Event: ☐ Indoors only ☐ Outdoors only ☐ Full Facility

Music Source (check all that apply:) ☐ Smart Phone/MP3 Device ☐ DeeJay ☐ Live Musician/Band

Genre of Music (check all that apply) ☐ Classical ☐ Folk/Jazz ☐ Contemporary ☐ Salsa/Mariachi
☐ Country ☐ International/Dance ☐ Other _____

Requirements if Insurance is Sought from an Independent Provider

Insurance policy holder must match the name of the renter on the Rental Agreement.

Limits:

\$2,000,000 – General aggregate

\$1,000,000 – Products/completed operations aggregate (food products only)

Coverage: Combined single limit of liability for bodily injury and property damage per occurrence and aggregate as shown above. Coverage to include the following:

1. Lessees and/or event holder as named insured.
2. Insurance as primary and non-contributory wording, as respect to the public entity.
3. City of Mountain View, its officers, officials, employees and volunteers named as additional insured.
4. Optional Coverage: \$1,000,000 Liquor liability (if liquor will be served at the event).
5. For events in which caterer is able to provide liquor liability and name the City of Mountain View as additional insured, liquor liability coverage through the City may not apply.
6. Vendors must provide proof of worker's compensation insurance, as well as Commercial General Liability and Commercial Auto Coverage naming the City of Mountain View, its officers, officials, employees, agents, and volunteers as additional insured. Please submit caterer and other vendor(s) insurance and scheduled, additional insured endorsement(s) for review at the time of your final logistics appointment.

* For the purposes of this contract, all insurance quotes are estimates until approved by the City's insurance underwriter. Contract will not be complete until insurance has been approved.





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 submitting more than one (1) vendor, submit addendum emails with complete overview of all vendors currently under review or requested on the part of the RENTER for the vendor to work on site.

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: rhousserentals@mountainview.gov, or fax (650) 962-1102.

3070 N. Shoreline Boulevard, Mountain View, CA 94043



City of Mountain View

FREQUENTLY ASKED QUESTIONS ON INSURANCE

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.

Amends and Supersedes Previously Issued Certificates

ACORD™ CERTIFICATE OF LIABILITY INSURANCE		8:27:00 AM	DATE (MM/DD/YYYY) 5/21/2015
PRODUCER Producer Name and Contact Information		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED Name Removed for Vendor Privacy		INSURERS AFFORDING COVERAGE INSURER A: Northland Insurance Company INSURER B: INSURER C: INSURER D: INSURER E:	NAIC # 24015

COVERAGES

5

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	x	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	Policy Number	6/19/2014	Until Terminated	EACH OCCURRENCE \$ 1,000,000.00
		DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000.00				
		MED EXP (Any one person) \$ 5,000.00				
		PERSONAL & ADV INJURY \$ 1,000,000.00				
		GENTL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				GENERAL AGGREGATE \$ 2,000,000.00
A	x	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	Same or Different Policy Number	6/19/2014	Until Terminated	COMBINED SINGLE LIMIT (Ea accident) \$ 1,500,000.00
		BODILY INJURY (Per person) \$				
		BODILY INJURY (Per accident) \$				
		PROPERTY DAMAGE (Per accident) \$				
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	(waived only for single owner/operators)			WC STATUTORY LIMITS <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ \$1 million E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
		OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

See endorsement attached.

City of Mountain View, its officers, officials, employees, agents, volunteers & contractors are name as additional Insured

No Event Date Here, In Order to Be Considered for Approved Vendor List

CERTIFICATE HOLDER

CANCELLATION

City of Mountain View - Shoreline
500 Castro Street
Mountain View, CA 94041

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Amends and Supersedes Previously Issued Endorsement



ADDITIONAL INSURED ENDORSEMENT

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

This endorsement changes the policy effective on the inception date of the policy unless a different date is indicated below.

(The following need be completed only when this endorsement is issued subsequent to preparation of the policy.)

This endorsement, effective on **May 19, 2015** at 12:01 A.M. standard time, forms a part of

Policy Number Policy Number issued to Name Removed for Vendor Privacy

May 19, 2015

Signature and Name Removed for Vendor Privacy

Date

Authorized Representative

Section II - Liability Coverage, Paragraph A. 1. WHO IS AN INSURED, Part C, includes the person(s) or organization indicated below, but only for his, her or its liability because of acts or omissions of an "insured" under paragraphs a and b of Section II, Paragraph A. 1., subject to the following additional provisions.

1. No liability is assumed by that person or organization for the payment of any premiums stated in the policy or earned under the policy.
2. If we cancel or nonrenew the policy, a copy of the written notice of cancellation will be mailed by us to that person or organization.

All other terms and conditions of the policy remain unchanged.

PERSON or ORGANIZATION

**City of Mountain View, its officers, officials, employees,
agents, volunteers & contractors**

ADDRESS

**500 Castro Street
Mountain View, California 94041**

(If Different Policy Number for Auto, Second Endorsement Required)



Application—Fire Marshal 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.

Date(s) of event : _____ Number of guests at your event : _____

Name(s) of renter : _____

Phone number : _____ Email : _____

Activity—Description of Service:

- ☐ Use of fire for ceremonial purposes
- ☐ Generator for live musician and/or other event needs
- ☐ BBQ Grill
- ☐ Taquero / griddle cooking
- ☐ Other _____

Vendor Name: _____

Phone number : _____ Email : _____

Description of fire use and/or propane in the ceremony/event:

Description of the vessel in which the fire will be contained:

Fire safety plan:

Disposal of ashes and any containers used

Signed (Renter's Name Here): _____

Staff Notes:

Approved: _____

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

3070 N. Shoreline Boulevard, Mountain View, CA 94043

STANDARDS FOR STORAGE AND USE OF PORTABLE LIQUEFIED PETROLEUM GAS OUTDOOR HEATERS

For Use in Campbell, Cupertino, Los Altos, Los Altos Hills, Los Gatos, Milpitas, Monte Sereno, Morgan Hill, Mountain View, Palo Alto, San Jose, Santa Clara City, Saratoga, Sunnyvale, unincorporated areas of Santa Clara County, and where approved by your Local Jurisdiction. Authority Cited: California Fire Code (CFC)

Portable liquefied petroleum gas (i.e., LPG/Propane) heaters may be permitted in outdoor locations provided that the use complies with the requirements described in this document.

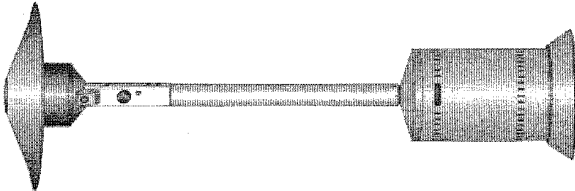
A. Fees and Permits

Contact your local Fire Department regarding any required permits or fees for the storage or use of LPG fueled heaters.

B. Requirements

1. LPG Heaters In Use:

- a. LPG heaters shall be listed and installed and maintained in accordance with their listing. [CFC §603.4.2.2.1]
- b. LPG heaters in use shall be separated from combustibles as set forth in the manufacturer's product listing but not less than 5 feet. In the absence of an owner's manual stating otherwise, the horizontal and vertical clearances shall be not less than 5 feet. [Note: Most heaters have distance requirements stated on a permanently attached plate.] [CFC §603.4.2.1.3]
- c. LPG heaters in use shall not be located less than 3 feet from building openings. [CFC Table 3004.3]
- d. Structures such as walls, solid fences, earth or concrete barriers and other similar structures shall be avoided around or over LPG heaters. [Note: The base of the heater contains the LPG cylinder, and the presence of such structures can create significant hazards, such as pocketing of escaping gas, interference with the application of cooling water by firefighters, and the redirection of flames against the LPG cylinders.]
- e. LPG heaters are prohibited inside tents and temporary membrane structures; on exterior balconies; and inside any occupancy when connected to the fuel gas container. [CFC §603.4.2.1.1]
- f. Sources of ignition shall be prohibited within 5 feet of any LPG heater. "NO SMOKING" signs shall be conspicuously posted at affected locations. [CFC §905.1 and §310.3]
- g. LPG heaters shall not be located within 5 feet of exits or exit discharges. [CFC §603.4.2.1.4]



2. LPG Cylinders in Storage:

- a. LPG cylinders larger than 2½ pound water capacity (nominal 1 pound of LPG) shall not be stored in buildings. [CFC §3809.9]
- b. LPG cylinders shall be located in a manner which minimizes exposure to excessive temperature rise, physical damage, or tampering. [CFC §3809.2]

Standards for Storage and Use of Portable LPG Outdoor Heaters – Page 2 of 2

- c. LPG cylinders shall not be located on roofs. [CFC §3809.6]
- d. LPG cylinders shall not be located in basements, pits or similar locations where heavier-than-air gas might collect. [CFC §3809.7]
- e. When exposed to probable vehicular traffic, LPG cylinders shall be suitably protected from impact. [CFC §3809.13]
- f. LPG cylinders shall be stored or used in an upright position. Cylinder outlet valves shall be closed or plugged. [CFC §§3809.3 and 3809.8]
- g. LPG cylinder storage outside of buildings for cylinders shall be located at least 5 feet from any doorway or opening in a building frequented by the public where occupants have at least two exits. For buildings or sections of buildings having only one exit, the location of such storage from the doorway or opening shall be at least 10 feet. The maximum quantity of LPG allowed in storage is 500 pounds (a 5-gallon cylinder equals 20 lbs. of LPG). Contact your Fire Department for storage requirements of more than 500 pounds of LPG. [CFC Table 3809.12]
- h. LPG cylinders shall be protected by either: [CFC §3809.13]
 - i. An enclosure with at least a 6-foot high industrial type fence; or
 - ii. A lockable ventilated metal locker or rack that prevents tampering with valves and pilferage of the cylinder.

[Note: A chain link fence is the type of fence most commonly used for security. A solid fence is not allowed because it is important to allow air to circulate freely.]

- i. Structures such as walls, solid fences, earth or concrete barriers and other similar structures shall be avoided around or over LPG cylinders.

[Note: The presence of such structures can create significant hazards, such as pocketing of escaping gas, interference with the application of cooling water by firefighters and the redirection of flames against the LPG cylinders.]



Request for Tenting at the Venue

Please **print clearly** and complete the following in full. All tenting requests must be initiated a minimum of 60 days prior to event and approved a minimum of 30 days prior in order to work on site if being installed for purposes of event décor and/or aesthetics. Emergency weather requests will be accommodated but must be initiated a minimum of ten (10) business days to allow sufficient review.

Date(s) of event : _____ Number of guests at your event : _____

Name(s) of renter : _____

Phone number : _____ Email : _____

Tenting goals: ☐ Rain protection ☐ Sun/wind protection ☐ Aesthetics/Other

Vendor Name: _____

Phone number : _____ Email : _____

Fire Marshal contacted: _____ Date _____ Permit Fee submitted _____ Plans approved _____

Date of submittal to the Rengstorff House: _____ (must match date shown above)

For administrative use following initial requests—please submit the following via email to City of Mountain View upon payment of the tenting permit fee and when considering all details, including weather, cost, and all venue considerations:

Tent size—must not exceed 30' x 40' at the Rengstorff House: _____

Proposed install date and time: _____ Rental implications? Y/N

Strike date and time: _____ Rental implications? Y/N

Safety considerations: # of walls: _____ # of exits: _____

of no smoking signs: _____ # of occupancy signs: _____

of fire extinguishers: _____ # of 685lb concrete blocks: _____

Seating plan: _____

Interior drapery: _____

Heat: _____

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. I have / have not (circle one) already confirmed the status of the vendor's insurance on file, and/or meet necessary insurance requests in a timely manner.

Signed (Renter's Name Here): _____

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

To contact the Fire Marshal for full instructions and approval, please call (650) 903-6820



City of

Mountain View

Credit Card Authorization Form

Email: rhouse rentals@mountainview.gov Fax (650) 962-1102

Authorization

I, _____, authorize the City of Mountain View Recreation Division to charge my credit card below.

Payment

Amount to Charge Credit Card \$ _____

Credit Card Type: ☐ Visa ☐ Mastercard ☐ Discover ☐ American Express

Credit Card # _____ - _____ - _____ - _____ Exp. Date ____/____ CVV# _____

Name as it appears on Credit Card _____ Cardholder Signature X _____

Reference

Please select the reference of charge:

☐ Facility Reservation (Rengstorff House)

Submit Form

Submit this form by one of the following methods:

Email – rhouse rentals@mountainview.gov

Fax – (650) 962-1102

In-Person – 3070 N. Shoreline Boulevard, Mountain View, CA 94043

If you have questions about the Credit Card Authorization Form, please give us a call at (650) 903-6088 or send an email to rhouse rentals@mountainview.gov.

Driving Directions

Directions from North of Mountain View

From San Francisco, San Francisco Airport, Highway 92 in San Mateo, Belmont, San Carlos, Redwood City, Highway 84 in Menlo Park, and from Palo Alto

1. Travel south on U.S. 101.
2. Exit (to the right) onto the Shoreline Boulevard off-ramp.
3. Follow the ramp and stay in the left lane for a left turn at the upcoming traffic signal.
4. Take the left turn at the signal onto North Shoreline Boulevard (traveling north).
5. North Shoreline Boulevard crosses over U.S. 101 and continues northward for about one mile to the entry gate for Shoreline at Mountain View (Shoreline Amphitheatre will be viewed on the left).
6. Stop and pass through the gatehouse.
7. The Rengstorff House is approximately 1 mile beyond the gatehouse on the left hand side.

Directions from South of Mountain View

From San Jose, San Jose Airport, Santa Clara, or Highway 237

1. Travel north on U.S. 101.
2. Exit onto the Shoreline Boulevard off-ramp.
3. Get into one of the two right lanes of the Shoreline Boulevard off-ramp in order to be able to turn right at the upcoming traffic signal.
4. Make a right turn onto North Shoreline Boulevard at the traffic signal.
5. North Shoreline Boulevard crosses over U.S. 101 and continues northward for about one mile to the entry gate for Shoreline at Mountain View (Shoreline Amphitheatre will be viewed on the left).
6. Stop and pass through the gatehouse.
7. The Rengstorff House is approximately 1 mile beyond the gatehouse on the left hand side.



Rengstorff House

3070 North Shoreline Boulevard

Mountain View, California 94043

**[www.mountainview.gov/
rengstorffhouse](http://www.mountainview.gov/rengstorffhouse)**



Rengstorff House

VIP / Reserved

Parking Pass

Event Name



Rengstorff House

VIP / Reserved

Parking Pass

Event Name



Rengstorff House

VIP / Reserved

Parking Pass

Event Name



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VIP / Reserved

Parking Pass

Event Name



Rengstorff House

VIP / Reserved

Parking Pass

Event Name



Request for Rental Agreement Amendment

Please **print clearly** and complete the following in full. All contract amendments are requested a minimum of 30 days prior to event, and may incur a \$10 charge, subject to staffing requirements.

Name(s) of renter : _____

Address : _____

City : _____ State : _____ Zip code : _____

Phone number : _____ Email : _____

Date(s) of event : _____ Number of guests at your event : _____

☐ Address Change (Note new address above.)

☐ Resident Rate Change (Only applies to official address change, as shown above.)

☐ Date Change Contracted Event Date: _____

New, Requested Date: _____

☐ Time Change Original Start/End Time(s): _____ # of hours _____

Requested Start /End Time: (s): _____ # of hours _____

Note(s):

For administrative use only:

- ☐ Review calendar, including rehearsals, other events, delivery implications, etc.
- ☐ Update ActiveNet
- ☐ Adjust Staffing Calendar and/or Contact Staff to Verify New Time(s)
- ☐ Notify Rangers and/or other staff, as applicable.
- ☐ New Fee(s) Applied

☐ Event Cancellation:

I, _____, authorize the City of Mountain View to amend my Rental Agreement according to the terms of the explanation shown above. I understand that any and all changes to my Rental Agreement are subject to staff review and approval. I have read the terms of the contract and agree to any rate adjustment or cancellation fee(s), as applicable. Please make the changes to the Rental Agreement and/or notify me of venue availability according to this written request.

Please (circle one) charge the credit card on file / see attached credit card authorization form for a new form of payment.

Signed: _____ Date: _____

Submit to: rhouserentals@mountainview.gov, or fax (650) 962-1102.
3070 N. Shoreline Boulevard, Mountain View, CA 94043





JOIN US ON FACEBOOK!
[www.facebook/rengstorff-house](https://www.facebook.com/rengstorff-house)

Check out our Facebook page to get inspired for your event.
Look at pictures and read blogs about the Rengstorff House.