



TOWN OF LOS GATOS VENDOR REQUIREMENTS

VENDOR PROCESS

Thank you for your interest in working with the Parks and Public Works Department!

Below are the steps to ensure your request is processed and approved promptly:

1. Make your park reservation or submit a vendor [inquiry online](#). If you are reserving a park space and intend to use a vendor (such as a caterer), please select 'yes' to confirm that you will have a vendor.
2. After receiving a confirmation email for your reservation or inquiry, we will contact you to confirm whether you would like to choose a vendor from our pre-authorized list or if you plan to work with a vendor outside of our list.
3. If you choose a vendor not on our list, they must complete the following:
 - a. Vendor Review and Approval
 - b. [Town of Los Gatos Vendor Agreement](#)
 - c. [Town of Los Gatos Business License](#)
 - d. [Certificate of Insurance](#)

Online Insurance Resources:

<https://www.theeventhelper.com#zieaKx>

<https://www.kandkinsurance.com>

<https://www.specialeventinsurance.com>

Caterers, vendors, or jump houses MUST be requested **thirty (30) days prior to the scheduled event** and are subject to approval.