



## 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.