

LIABILITY INSURANCE REQUIREMENTS

The Houston Parks and Recreation Department's Permits and Reservations, must receive the proof of liability insurance **at least 7 days prior to your event**. Event Insurance must be general liability coverage for not less than one million dollars (\$1,000,000.00) naming the **City of Houston as an additional insured and including a waiver of subrogation or waiver of right of recovery** for all event dates including set-up and operation. Please include this information in all insurance documentation.

The liability insurance policy must show the City of Houston as an **additional holder** to the following address:

**CITY OF HOUSTON
2999 S. WAYSIDE
HOUSTON, TX 77023**

Failure to submit this in a timely manner may result in denial of the item that requires this insurance, at a City of Houston Park Facility.

You must provide your own generator for items such as moonwalks, inflatables, DJ Equipment.

ONLINE RESERVATIONS: <https://apm.activecommunities.com/houstonparks>

Please fax # for the insurance company to send the documents to: **(832) 395-9633, or the documents may be emailed to prpermits@houstontx.gov.**

The Fax Cover Sheet or Email should include the following:

- Insurance Company's name & phone number
- Vendor's name & phone number
- Renter/Leaser's name & phone number
- List the Name of the Park
- Date and Times of Event
- Permit Number

Large items may include, but is not limited to:

- Moonwalks
- Rock Climbing Walls
- Temporary Barriers
- Tents over 1200 sq. ft.
- Portable Toilets, etc.