

**LARGE ITEMS within a park will require LIABILITY INSURANCE.**

Our office, Permits and Reservations, must receive the proof of liability insurance **at least 7 days prior to your event**. Failure to submit this in a timely manner may result in denial of a moonwalk, portable toilet, etc. (large item) at a City of Houston Park.

**You must provide your own generator for items such as moonwalks and inflatables.**

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

Fax # for the insurance company to send the documents to:  
**(832) 395-9633**

\$1 million dollar liability insurance policy showing the City of Houston as an **additional holder** to the following address:

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

Make sure on the fax cover sheet it displays:

- 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 and Permit Number

Large items may include, but is not limited to:

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