

Our insurance requirements are as follows:

* Please provide us with a copy of your **Certificate of Liability Insurance naming the City of Allentown as the additional insured in the amount of $1,000,000**.  The Certificate Holder needs to read:

**City of Allentown**

**c/o Parks & Recreation**

**435 Hamilton St.**

**Allentown, PA 18101**

* *It is the renter’s responsibility to provide insurance.  The City does not recommend a particular vendor.*
* Please be sure to list all rental dates in the “Description” section.
* We also require “liquor liability“ or “host liquor” to be designated for any event using alcohol.
* Also, as part of the insurance, we will need a copy of **the Additional Insured Endorsement** **Page** in ADDITION to the certificate of liability insurance, naming the City of Allentown as the additional insured.
* Insurance is due NO LATER THAN 30 days before your event start date.

**No event can occur without these two (2) documents. We thank you in advance for your understanding on this matter.**

Thank you,

The Parks and Recreation Department