

**PLEASE NOTE:** When liability insurance is required, a copy of the certificate of Insurance must be submitted to the Permit Office 2 weeks prior to the proposed event. The certificate of insurance **MUST HAVE THE FOLLOWING WORDING** included in the description box:

**"The Mayor and City Council of Baltimore City, the Departments of Recreation & Parks, Public Works and Employees of the City of Baltimore are named as additional insured for (INSERT NAME OF EVENT) on (LIST EVENT DATES, INCLUDING STARTING SET UP DATE THROUGH ENDING TAKE DOWN DATE) to be held at (INSERT EVENT LOCATION)."**