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It is mandatory that all parties requesting use of City facilities or participating in City-sponsored special events furnish the City with original endorsements effecting insurance coverage, unless specifically waived or modified by the City Council 30 days prior to use. All endorsements shall be reviewed by the City Attorney or else permission will not be granted for the specified work herein.

INSURANCE CARRIER:	POLICY NO:	EXPIRATION DATE:	VERIFIED BY:	DATE:
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PRE-INSPECTION BY:	PRINT NAME:	DATE:	PRE-INSPECTION:	
FEE ITEM:	QUANTITY:	RATE:		
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FEE ITEM:	QUANTITY:	RATE:		
OK TO ISSUE BY:	PRINT NAME:	DATE:	TOTAL:	RECPT. #:
FINAL INSPECTION BY:	PRINT NAME:	DATE:		