



PARKING AUTHORITY OF BALTIMORE CITY
 200 W. Lombard Street, Suite B
 Baltimore, MD 21201
 Main: 443-573-2800
 Valet_Parking@BCParking.com



SPECIAL EVENT VALET PARKING PERMIT APPLICATION
Application must be submitted at least 7 business days prior to the event

DATE _____

APPLICANT'S LEGAL NAME _____

BUSINESS/TRADE NAME _____

PRINCIPAL ADDRESS OF BUSINESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____

NAME OF EVENT _____

EVENT VALET OPERATOR _____ LICENSE # _____

MANAGER(S)

(Special Event Contact)

DAYTIME PHONE #

NIGHTTIME PHONE #

VALET LOCATION INFORMATION

LOCATION OF EVENT _____

METERS(s) List Meter Numbers: _____

NON-METERED Total Curb Length (in linear feet): _____

Loading area description (i.e. N.E. corner of Main St. on 15th): _____

Location where vehicles will be parked (Garage/Parking Lot Address): _____

Number of Valet attendants on staff during peak: _____

Date(s) and hours of operation of this special event valet service:

Date(s) _____ Hours _____

OPERATIONAL PLAN AND SUPPORTING DOCUMENTS. PLEASE PROVIDE ALL BELOW:

- Copy of Current Valet Operator License
- Map (sketch of proposed location including streets, arrows of traffic flow and route)
- Valid lease for parking lot/garage, or permission from client/owner/operator
- Proof of Insurance

**attach additional information on a separate sheet of paper*

I, _____, certify that I have inspected the driver licenses of all the valet attendants employed by my company, and I can confirm that their driver licenses are in good standing and that the valet attendants are 18 years or older and;

I, _____, affirm that I am (*select from below*)

- Sole Proprietor of _____
- Managing Partner of _____
- Chief Executive Officer of _____

Signature _____ Date _____

Payment:

- Check (payable to Director of Finance) _____
- Money Order (payable to Director of Finance) _____
- Credit Card _____

A non-refundable \$10.00 application fee is required to process this application. Additional fees will apply if meter bagging is required for a Special Event Parking Permit. Payment may be made by check, money order, or credit card. Pay to the order of DIRECTOR OF FINANCE. Please complete the attached form for a credit card authorization. All credit card information must be faxed to a secure fax number at 410-244-1730. You will receive email confirmation once the charge has been processed. **ALL APPLICATIONS MUST BE SUBMITTED AT LEAST 7 BUSINESS DAYS PRIOR TO EVENT DATE.**