



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 15<sup>th</sup>): \_\_\_\_\_

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.**