



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

Host Venue's Legal Name _____

Host Venue's Business/Trade Name (DBA) _____

Event Address _____

Baltimore, MD ZIP _____ Phone _____

Event Valet Operator _____ License No. _____

Event Valet Operator Manager Name: _____

Primary Telephone: _____ Email: _____

Event Title: _____

Event Date: _____ Valet Operations Hours _____ ^{AM} ^{PM} _____ ^{AM} ^{PM}

Does the curb have a meter(s): ☐ Yes ☐ No Proposed curb length (in linear ft): _____

If yes, list meter identification number(s): _____

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

No. of Valet Attendants/Staff: _____ Approx. estimate of expected vehicles per hour _____

Off Street Lot/Garage Name _____

Address _____ Baltimore, MD _____ (Zip)

Telephone _____ Business License Number _____

Total No. of Spaces _____ No. of Spaces Reserved for Valet Parking Service _____

Lot or garage located on property or a part of lease? ☐ Yes ☐ No

DO NOT WRITE BELOW THIS LINE

Operator's License Number			
Special Event Permit Application	\$10		Bxxx-xxx-xxx-05-xxx
Meter Bagging			Bxxx-xxx-xxx-0x-xxx

Attach the following documents to this application. Then, initial to certify that the item is attached. Submit all attachments with application. **Incomplete applications will not be accepted.**

Required Documents	Initial
1. Off street parking agreement A fully executed copy of the agreement must include the following: <ul style="list-style-type: none"> • Day(s) and time(s) of garage utilization • Total number of spaces accessible and reserved for valet • Length of term • Signature from host venue official <i>and</i> parking facility official 	
2. Route map or written directions from the host venue to the parking facility.	
3. Route map or written directions from the host venue from the parking facility.	
4. Proof of Insurance The insurance certificate must include the following: <ul style="list-style-type: none"> • The Certificate Holder must be addressed to: Mayor and City Council of Baltimore City 100 N. Holiday Street Baltimore, MD 21202 	
6. Payment by check, money order, or 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, payable to DIRECTOR OF FINANCE, or by credit card. For credit card payment, you must complete the form for credit card authorization and all credit card information must be faxed to our secure fax number at 410-244-1730. You will receive email confirmation once the charge has been processed.	

I, _____, affirm that I am (*select from below*)
(Print First and Last name)

☐ Sole Proprietor of _____
☐ Managing Partner of _____
☐ Chief Executive Officer of _____
☐ Other _____

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

Signature: _____ Date: _____

ALL APPLICATIONS MUST BE SUBMITTED AT LEAST 7 BUSINESS DAYS PRIOR TO EVENT DATE