CITY OF GLENDALE, CALIFORNIA

Public Works
Parking Services

633 E. Broadway, Suite 205
Glendale, CA 91206-4310
Tel. (818) 548-3945   Fax (818) 409-7056
glendaleca.gov

Valet Parking Permit Application

To request a valet parking permit, all questions must be fully answered and all required documents must be submitted **48 hours** prior to the event or the application will be considered incomplete, and permit request shall be denied. For more information, please see the back of this form, or call the number listed above.

VALET OPERATIONAL DETAILS (Please Print)

1. Valet Operation Address: _____

2. Valet Operation Date(s): _____ Valet Operation Time(s): _____

3. Pickup/Drop Location (be specific): _____

4. Parking Space Numbers (If applicable): _____

5. Number of Parking Spaces Drop-Off/Pick-Up Location: _____

6. Off-Site Vehicle Storage Address: _____ Number of Spaces: _____

7. Number of Valet Attendants: _____ Number of Valet Attendants at Peak: _____

8. Include Valet Parking Operations Map and Detail.

9. Letter or copy of agreement between off-site lot owner/operator and valet operator regarding use of off-site location for storage of vehicles during valet operation hours (if applicable). Must include name and contact number of lot owner/operator.

VALET OPERATION LOCATION & BUSINESS INFORMATION (Please Print)

1. Business Name: _____ Address: _____

2. Owner/Manager Name: _____ Phone Number: _____

I have requested the Valet Company listed below to provide valet services for patrons. I have read and agree to all terms and conditions on the back of this form.

Signature: _____ Date: _____

VALET INFORMATION (Please Print)

1. Company Name: _____ Address: _____

2. Contact Name: _____ Phone Number: _____

I have read and agree to all terms and conditions on the back of this form.

Signature: _____ Date: _____

- Business establishment must obtain all proper permits at least forty-eight (48) hours in advance of event before conducting valet service. Valet permits must be kept at the location of the valet service and must be shown to any city official upon request.

- Valet parking operator must provide General Liability Insurance and Auto Insurance on file with the city. An additional insured endorsement must be provided for both along with the Certificate of Insurance. The insurance must be approved by the City's Risk Management prior to commencement of valet operation.

- General Liability (MUST name City of Glendale as Additional Insured on Endorsement
    $1,000,000 Each Occurrence
    $2,000,000 General Aggregate

- Garagekeepers Liability (MUST name City of Glendale as Additional Insured on Endorsement
    $1,000,000 Per Vehicle
    $1,000,000 Per Location

- Auto Liability (MUST name City of Glendale as Additional Insured on Endorsement
    $1,000,000 Each Occurrence
    $2,000,000 Combined Single Limit

- Workers Compensation
    $1,000,000

- Valet parking operator cannot use city streets/city lots/ or parking structures for their vehicle storage/pick-up/ or drop-off without proper written approval from the City of Glendale, Public Works Parking Section.

- Business establishment and Valet Parking Company owner are responsible for the conduct and actions of their patrons, employees, and valet service.

- Pedestrian walkway, where valet is taking place, must not be blocked at any time and must provide pedestrian passing clearance of at least (5) five feet.

- Valet parking operator must provide adequate staffing to provide valet service at business establishment. Vehicles cannot block travel way while waiting to drop-off/pick-up patrons. No vehicle queuing is allowed on travel way at any time.

- Valet parking operation shall only be conducted at the location and during hours stated on the valet parking permit and approved by the Public Works Parking Section. Only parking spaces approved by the city shall be utilized.

- All posting of temporary "No Parking" signs shall be completed thirty (30) hours prior to the effective time of the prohibition. The police department shall be notified after the signs are posted, Monday through Friday, from 8:00am to 3:00pm, at (818) 548-3131. All other times, call (818) 548-4840. Signs shall be removed after valet permit expires.

- Valet operator must provide valet service for the general public without exclusion.

- City reserves the right to revoke or suspend valet parking permit at any time for any reason. Violations of the above results in a revocation of the permit by City and forfeit of all paid valet parking fees.

Insurance Requirements for Valet

1. <u>General Liability (MUST name City of Glendale as Additional Insured on Endorsement)</u>
    * $1,000,000 Each Occurrence
    * $2,000,000 General Aggregate
2. Garagekeepers Liability <u>(MUST name City of Glendale as Additional Insured on Endorsement)</u>
    * $100,000 Per Vehicle
    * $1,000,000 Per Location
3. Auto Liability <u>(MUST name City of Glendale as Additional Insured on Endorsement)</u>
    * $1,000,000 Each Occurrence
    * $2,000,000 Combined Single Limit
4. Workers Compensation
    * $1,000,000

5. An Additional Insured Endorsement is required naming the City of Glendale as an additional insured *"The City of Glendale, and its officers, agents, employees, and representatives are included as additional insureds under the policy(s)."* . This insurance is primary to the coverage of the City of Glendale. The insurance company will not cancel, terminate, or reduce the insurance afforded under the policy unless 30 days notice of such cancellation, termination, or reduction has been mailed to the City of Glendale.

6. The <u>endorsement must have the policy number printed</u> on it even if there isn't a designated space for it.
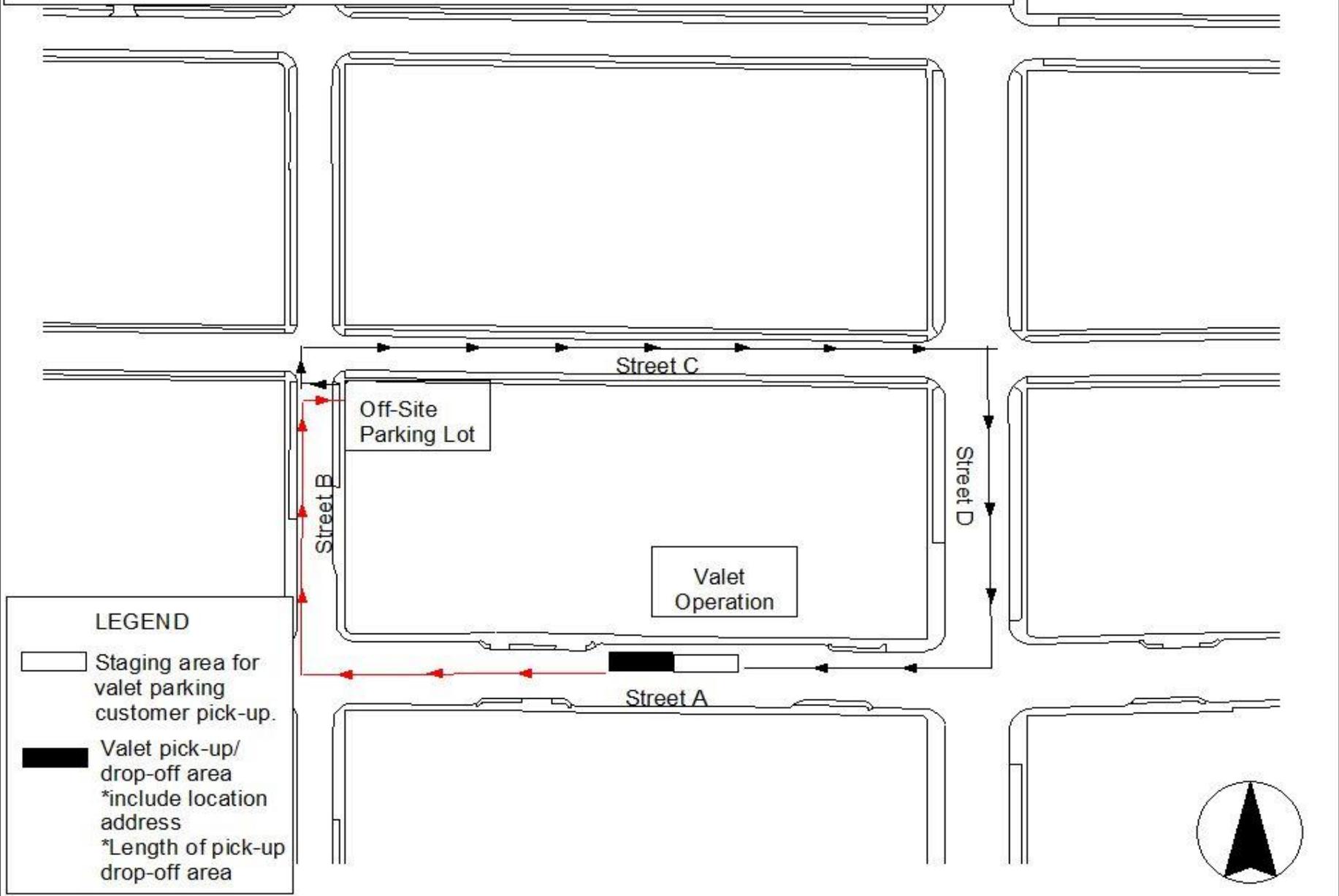
7. ***Please note that the City's Special Endorsement (L-15) is no longer acceptable.***

8. See attached for samples of acceptable endorsements.

9. Please be advised that additional insurance may be required based on the description of the event.

10. The Certificate Holder should appear as
    follows: **City of Glendale – Risk
    Management 613 E. Broadway, #
    100
    Glendale, CA 91206**

SAMPLE VALET PARKING OPERATIONS MAP

Street C

Off-Site
Parking Lot

Street B

Street D

Valet
Operation

Street A

LEGEND

Staging area for valet parking customer pick-up.

Valet pick-up/ drop-off area
*include location address
*Length of pick-up drop-off area