



# VALET PARKING PERMIT APPLICATION

**City of Palo Alto Police Department**  
**Telephone: 650-329-2459 Fax: 650-321-3563**

- Application for Annual Valet Parking Permit  
 Application for Annual Renewal of Valet Parking Permit  
 Application for Short Term (up to 7 days) Valet Parking Permit (non-renewable)

**Applications fees are non-refundable and must accompany application form.\***

Permittee (Valet Parking Service)	Location of Business/Activity/Event where Valet Parking is proposed
Company:	Company:
Address:	Address:
Contact Person:	Contact Person:
Telephone:	Telephone:
Fax:	Fax:
Name of authorized representative available at all times during Valet Parking Operations:	
Telephone number of authorized representative:	
Date Valet Parking is to commence:	
If applicable, date Valet Parking will cease (short term parking only):	
Maximum number of attendees expected to use the Valet Parking service:	
Maximum number of vehicles to be valet parked at any one given time:	
The hours of operation during the day:	
The number of employees assigned to provide Valet Parking during the day	
The hours of operation during the evening (after 5:00 p.m.):	
The number of employees assigned to provide Valet Parking in the evening (after 5:00 p.m.):	
The location where vehicles will be stored (attach a location map)*:	
The number of parking spaces, at this location available to the Permittee for Valet Parking:	
If applicable, additional location where vehicles will be stored (attach a location map)*:	
The number of parking spaces, at this location available to the Permittee for Valet Parking:	

**\*See overleaf for a list of the attachments required with this form, and the Fee Schedule**

## **ATTACHMENTS REQUIRED WITH THIS APPLICATION**

1. A statement signed by an authorized representative for the business, activity or event, confirming that there is a need for the proposed parking service and consenting to the service, including information as to the amount of seating or other measure of the capacity of the business, activity or event to be served.
2. A location map and/or a list of each location where vehicles will be stored.
3. A signed letter of authorization from the owner(s) of the parking facility, or person in control of any parking facility designated in the application as a location where vehicles are proposed to be parked or stored, stating the parked or stored; the number of spaces in such parking facility; and an estimate of the amount (percentage) of use of the parking facility with and without the applicant's proposed use. Where the parking facility is part of a building or premises devoted to other uses that require off-street parking, the statement shall also include information as to the number of parking spaces that are required by law to be provided in the parking facility to serve such other uses.
4. A copy of a written contract of covenant giving the applicant the right to use each facility for parking or storage proposed by the application, which contains a provision precluding cancellation of the applicant's right except by giving at least ten (10) days prior written notice of such cancellation to the applicant and the City.
5. Plan showing the location of the valet parking stand and each proposed valet parking sign, including the content of the sign.
6. Map showing the proposed route to and from the authorized valet parking locations.
7. The Permittee must provide the City with a certificate of insurance for \$1 million of commercial general liability, auto liability, and garage keeper's legal liability, naming the City as an additional insured. Insurance coverage shall be subject to the approval of the Risk Manager and shall be provided through carriers with a Best Key Rating Guide rating of A-:VII or higher, who are admitted to transact insurance business in the state of California. Such policy shall contain an endorsement providing that the policy will not be canceled until notice in writing has been given to the City, addressed care of the City Clerk, at least thirty (30) days immediately prior to the time such cancellation becomes effective.

## **PERMIT PROVISIONS AND RESTRICTIONS**

1. The Permittee shall not allow any person engaged in the valet parking service to either drive a vehicle of a customer, or handle keys of a vehicle of a customer, unless the Permittee has certified that the person is at least 18 years of age, has a valid California driver's license and has not been convicted of reckless driving, or driving while under the influence of alcohol or narcotics within seven years preceding that date of certification. Valet service employees shall at all times obey traffic rules and regulations. The Permittee shall submit to the Police Department, with this application and each month thereafter during the term of the Permit, a list of such employees, certifying by name of employee and dates of employment that these conditions have been met.
2. Permittee shall provide adequate staffing to avoid queuing of cars in travel lanes and no double parking or blockage of lanes shall be allowed.
3. Permittee shall keep five feet of sidewalk open at all times and not interrupt pedestrian traffic.
4. Permittee shall agree that valet service employees shall not park their own vehicles in the adjoining residential neighborhoods.

5. For the storage of overflow vehicles, the City of Palo Alto, at its discretion may allow the Permittee to park vehicles in Lot \_\_\_\_\_. Use of public parking spaces is allowed only while the lot is under utilized, and will be terminated if the City determines that the lot is full in the evenings.
6. Permittee will use the specified route for travel between the vehicle drop-off / pick-up and parking area. All traffic rules and regulations shall be obeyed.
7. Permittee shall not park valet vehicles on any public street, alley or in any off-street public parking facility, at any time except the \_\_\_\_ approved spaces for drop-off / pick-up areas and the designated approved lot.

## **SUSPENSION AND REVOCATION OF PERMITS**

1. The City Manager or designee may suspend for a period of up to one year, or may revoke a valet parking permit if there is reasonable cause to believe that:
  - (a) The Permittee has operated or managed the valet parking service in a manner, which violated any provision of **Chapter 10.45 of the Palo Alto Municipal Code**, or any restriction or prohibition imposed in the Permit.
  - (b) Any employees of the Permittee engaged in providing valet parking services under the Permit have violated any condition or restriction or prohibition imposed in the Permit conditions and the Permittee has permitted them to do so, or failed to prevent them from doing so. The Permittee shall be responsible for those acts of its employees, which are done in the course, and scope of their employment. Moving violations by valet employees will be considered as a violation of these conditions.
  - (c) The Permittee willfully made a materially false or misleading statement or omission of fact on any application or in any supplementary materials submitted or in any interview conducted in the processing of the applications for the Permit.
  - (d) The Permittee is operating or managing the valet parking service in a manner, which poses a danger to the health and safety of employees, customers and/or the public.
2. Whenever the City Manager has reasonable cause to believe that grounds for the suspension or revocation of a Permit exists, the City Manager or designee shall give the Permittee written notice stating the alleged grounds for the suspension or revocation. This notice will be by certified mail or personal delivery to the Permittee and shall provide the Permittee with information on the appeal process.
3. Upon receipt of a request for an appeal hearing, the City Manager or designee shall notify the Permit holder in writing by personal delivery or certified mail of the date, time and place of the hearing, which shall not be less than ten (10) business days after the service of the notice. At the hearing the Permittee shall have the right to appear and be represented by counsel and to present evidence and arguments which are relevant to the grounds for the appeal, as stated in the written request for an appeal hearing. If the Permittee requires the services of an interpreter for the hearing, the applicant shall arrange for the services of a court-certified interpreter at the Permittee's expense. Within ten (10) business days after the hearing, the City Manager or designee shall issue a written decision, which states whether the Permit shall be suspended or revoked, the length of any suspension and the effective date of the suspension or revocation. The decision of the City Manager or designee shall be served on the Permittee by personal service or by certified mail. The decision of the City Manager or designee shall be final and not subject to appeal.
4. Upon a written decision the City Manager or designee which suspends or revokes a Permit, the Permittee shall surrender the Permit to the City Manager immediately after service of the written decision.
5. No application for any valet parking permit shall be accepted by the City Manager from the same applicant within one year following revocation of a valet parking permit or while the applicant has a suspended Permit.

## FEE SCHEDULE

**All fees shall be payable as per Palo Alto Municipal Fee schedule. The fees effective July 1, 2004 are follows:**

Valet Parking Permit Application	\$535.00
On-Street Parking Space Rental	\$ 66.00/space/week
Valet Parking Sign Fee and removal	\$900.00
Valet Parking permit Application Renewal (renewal)	\$ 81.00 per year
Short Term (up to 7 days) Valet Parking Permit Application	\$250.00

Valet Parking Sign not available for short-term.  
72-hour warning signs provided at no cost

### All fees are non-refundable

All checks are to be made payable to the City of Palo Alto and paid at the Police Department front desk located on the 1<sup>st</sup> floor at City Hall.

## INDEMNITY

1. The Permittee, its officers, agents and employees, shall indemnify, defend and hold harmless the City, its officers, agents and employees from any lost, liability, claim, injury or damage arising or alleged to arise from the willful or negligent acts or omissions of the Permittee, its officers, agents or employees in connection with the activities described in the Permit.
2. The Permittee shall maintain workers' compensation insurance for each person engaged in the valet parking service to either drive a vehicle of a customer or handle keys of a customer's vehicle.

**Permittee hereby accepts this Permit subject to all conditions as set forth herein, and agrees that all of the said conditions and provisions shall be binding on Permittee, co-owners, heirs, assigns, transferees and successors in interest of every nature.**

Signature of Permittee: \_\_\_\_\_ Date: \_\_\_\_\_

Issued by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Lynne Johnson, Chief of Police

**For Office Use Only**

<b>Valet Parking Fees</b>	<b>Amount Received</b>	<b>Account Number</b>
Valet Parking Permit Application \$535.00		
On-Street Parking Space Rental \$66.00 space/week		
Valet Parking Sign Fee/Curb Marking \$900.00		
Valet Parking Permit Application Renewal \$ 81.00 per year		
Short Term (up to 7 days) Valet Parking Permit Application \$250.00		
Valet Parking Signs not available for short-term. 72-Hour Warning Signs provided at no cost		
<b>Total:</b>	<b>\$</b>	