

Transportation Management Division

429 Santa Monica Boulevard

Suite 350

Santa Monica, California 90401



Valet Parking Permit Application

Please read before submitting your application.

All regular permit applications shall be completed on a form designated by the Transportation Management Division, and signed by the applicant under penalty of perjury. All forms shall be filed with the Transportation Management Division a minimum of thirty (30) days prior to the date requested for the issuance of the permit. Regular valet parking permits shall be issued annually. Renewal applications shall be filed a minimum of thirty (30) days prior to the expiration of any existing permit. Where applicant is a corporation, association, partnership, or other legal entity, "applicant" shall mean each partner, officer, director, and each shareholder owning or controlling more than ten percent (10%) of such entity.

All applicants for valet parking permits shall provide the following information with their applications:

1. The name and location of the businesses to be served (if applicable).
2. The hours of operation and the number of employees of the operator who will be assigned to carry out the activity for which the permit is sought.
3. Information as to the seating capacity or other capacity of the businesses to be served (if applicable).
4. A statement from the owners or managers of the businesses requesting the services of the operator (if applicable).
5. The location where vehicles will be parked or stored for the businesses served.
6. The name, location, and telephone number where a responsible person, employee, or agent of the operator will be available at all times during the hours of operation.
7. Disclosure of all prior valet parking permits issued to applicant by the City of Santa Monica.
8. Map of passenger loading zone, parking storage location and pick up and return route.
9. A statement from the operator(s) of any parking facility(s) designated as the parking or storage location(s) as to that facility's ability to accept the cars, the number of spaces to be reserved for the permittee's operations, the total number of spaces in such parking facility(s), and estimates of the percent usage of the facility(s) prior to, and subsequent to the proposed activity for which the permit is sought. In cases where the parking facility(s) is part of a building or premises devoted to other uses which require off-street parking, the statement shall also include information as to the number of parking spaces which were required by law to be provided in the parking facility(s) to serve such other uses when said uses were established.

10. A copy of the written contract or covenant between the applicant and the operator of the parking facility(s) designated as the parking or storage location(s), which contract or covenant shall contain a provision that it cannot be canceled without at least sixty days notice to the other party and to the City.
11. The location of any proposed signs for the valet service and any proposed attendant stands.
12. A Police Permit from the City of Santa Monica Police Department.
13. Proof that the applicant has insurance in force satisfying the requirements of Section .120.090 acceptable to City of Santa Monica Risk Manager.
14. Payment of a nonrefundable permit fee and space use fee.

Every annual valet permit shall expire at midnight on the June 30th next succeeding its issuance unless otherwise specified on the permit.

Approved hours of valet operation are 11 a.m. to 3 p.m. and 6 p.m. to 2 a.m. only. An On-Street Valet Parking Permit is for two (2) parking meter spaces, or the equivalent unmetered area, only. Additional spaces may be provided at additional charges to be determined when the application is submitted.

Insurance Requirements

A copy of an endorsed insurance certificate on a policy of comprehensive general liability insurance including auto liability and garage keeper's liability with combined single limit coverage in the amount of not less than one hundred thousand dollars (\$100,000.00) for each occurrence must be submitted with the application. A copy of an insurance certificate on a policy of Worker's Compensation insurance as required by law shall be submitted with the application. A standard ACORD form is acceptable. The following provisions shall apply:

1. No policy shall be canceled until after thirty (30) days written notice has been given to the City at the address indicated below.
2. The City, its officials, officers, employees and volunteers are added as additional insureds on all liability policies listed above.
3. It is agreed that any insurance or self-insurance maintained by the City will apply in excess of and not contribute with the insurance described above.
4. The City is named a loss payee on the property insurance policies described above, if any.
5. All rights of subrogation under the property insurance policy listed above have been waived against the City.
6. The worker's compensation insurer named above, if any, agrees to waive all rights of subrogation against the City for injuries to employees of the insured resulting from work for the City or use of the City's premises or facilities.

Certificate Holder / Additional Insured:

- . City of Santa Monica
- . Transportation Management
- . 429 Santa Monica Boulevard, Suite 350
- . Santa Monica, California 90401

The term of the policy shall run from July 1 of one year to June 30 of the following year. Policies may be pro-rated during first year only for new permit applicants.

Valet Parking Regulations – *Please Read Carefully.*

1. No operator shall fail to provide adequate staffing to park vehicles so that traffic is not impeded by the activities of the permit. No vehicle queuing is allowed on the public right-of-way at any time. No vehicle may stop or stand at a drop-off or loading area for longer than 15 minutes.
2. Pedestrian walkways must not be blocked at any time during valet operations and must provide a minimum pedestrian passing clearance of (5) five feet.
3. No operator shall fail to give a claim check to the owner upon receipt of each motor vehicle accepted for valet parking. The claim check shall explicitly state the terms and conditions under which the vehicle is being accepted.
4. A copy of the operator's permit complete with route diagram must be maintained at every valet parking operation site.
5. Each permittee shall install and maintain, at each location at which a patron or guest surrenders his or her vehicle for parking, a reflective sign with letters and numerals plainly visible from the street, displaying "Public Valet Parking", the permittee's name, the address and telephone number of the business, the time when the permittee is no longer on duty, and the parking fees, if any. If fees are charged, such fees also shall be stated as follows:
 - Rates per hour;
 - Rates per fraction of an hour, if any;
 - Rates for subsequent hours or fractions thereof; and
 - The maximum charge.

All fractions of time must be spelled out in letters. Valet signs must not be less than 24" x 36" in size. The "Valet Parking" and the maximum rate portion of the sign must have a minimum lettering/numeral size of 3" per character.

6. At each closing time, the operator shall lock or cause to be locked each vehicle, except those locked by the person bringing the vehicle to the valet parking service, if a key is available, and shall deposit or cause to be deposited such key with a responsible person at a safe and convenient place, to be delivered to the person who parked the vehicle upon surrender of the parking ticket if one was given to such person, or otherwise upon proof that such person has the right to possess the vehicle.
7. The permittee, or his or her agents and employees, shall notify the Santa Monica Police Department whenever a vehicle has been left in his or her custody for a period in excess of forty-eight hours without a prior contractual arrangement for such period of time in order to determine whether the vehicle is stolen or abandoned.
8. The permittee and all employees of the permittee who drive patrons' or guests' vehicles or who handle keys belonging to patrons or guests shall each have an appropriate current and valid California driver's permit.
9. Vehicles shall be moved to and from the parking facility **ONLY** via the approved route as noted on the permit. Shortcuts and U-turns are prohibited.
10. Valet personnel traveling on foot between the valet zone and the parking facility shall **comply** with all applicable traffic laws, ordinances and regulations and shall obey all traffic controls. Jaywalking and crossing against traffic signals is prohibited.
11. The valet operator shall promptly pay all parking fee taxes to the City Treasurer each quarter as required.
12. All valet employees must have valid California driver's license with them at all times.

VALET PARKING PERMIT APPLICATION CHECKLIST

- Completed, signed application form.

- Statement from the owner or manager of the businesses requesting the services of the operator.

- Disclosure of all prior valet parking permits issued to applicant by the City of Santa Monica.

- Map of passenger loading zone, parking storage location and pick up and return route, and location of any proposed signs and attendant stands.

- Statement from the operator(s) of any parking facility(s) designated as the parking or storage location(s) as to that facility's ability to accept the cars.

- Written contract or covenant between applicant and operator of parking facility(s) designated as the parking or storage location(s).

- Police Permit from the City of Santa Monica Police Department.

- Proof of Endorsed Insurance.

- Payment of permit fee and space use fee.



2005-2006 Annual On-Street Valet Parking Permit

Valet Operator Name: _____ Application Date: ____/____/____

Address: _____ City - State - Zip Code _____

Contact Name: _____ Title: _____

Business License: _____ Phone Number: _____ Cell #: _____

Valet Parking Fee \$ ____ Number of Valet Attendants: ____ Approx. # of vehicles parked daily: ____

Average annual parking taxes paid: _____

Business Name: _____

Address: _____ Santa Monica, CA, Zip Code _____

Seating Capacity ____ Contact Name: _____ Title: _____

Business License: _____ Phone Number: _____

Address of Parking Facility: _____ S.M., 9040 _____

Owner of Facility: _____ Total Spaces Available: _____

Address: _____ City - State - Zip Code _____

Business License: _____ Phone Number: _____

Business Owner Signature: _____ Date: ____/____/____

Valet Operator Signature: _____ Date: ____/____/____

Parking Facility Owner/Operator Signature _____ Date: ____/____/____

City Approval

Duration of Permit: ____/____/____ to ____/____/____

Meter Numbers: _____

Hourly Meter Rate: ____ \$.75 ____ \$ 1.00 _____

Hours of Operation: _____

Fees (to be filled out by City) Annual Fee: \$ _____ Meters Use Fee: \$ _____

**Permit must be kept at the valet parking location.
It must be shown to any person upon request.**