



Planning & Community Development Department
Transportation Engineering & Management Division
1685 Main Street, Room 115 Post Office Box 2200 Santa Monica, California 90407-2200
(310) 458-8291

Instructions

for Submittal of

One-Day Temporary On-Street Valet Parking Permit Applications

One-Day Temporary On-Street Valet Parking Permits are issued at the **sole discretion** of the Planning & Community Development Department. Any permit issued may be terminated for violation of the Valet Parking Regulations or for violation of the terms of the permit or for violation of statutes or ordinances, including the Vehicle Code.

Only current original forms with original (wet) signatures can be accepted. Facsimiles or copies of signatures are **not** acceptable. Applications must be submitted no less than **three (3)** City Hall work days prior to the date of the permit. Applications received after that time **will not be accepted**.

Both sides of the application form must be filled out completely.

The top block on the front page, starting with Client Name, must be filled out with information regarding the business or individual to be served by the valet parking operation. The contact named must be a person with authority to commit the client in legal obligations (e.g., owner, general manager, etc.).

The second block on the front page, starting with Valet Operator Name, must be filled out with information regarding the operator who will be providing the valet service. The contact named must be a person with authority to commit the valet operator in legal obligations (e.g., owner, general manager, etc.). A copy of the operator's current Santa Monica Business License for one-day valet parking operation must be submitted with the application. In the event the service is being provided by the client business itself, a separate business license for the valet parking operation is required. A copy of the agreement between the client and the valet operator must be submitted with the application.

In the third block on the front page, the signatures must be those of the contacts noted above. **Only original signatures are acceptable (no copies or facsimiles)**. Transportation Engineering & Management staff will obtain Police Department approval at the time the application is processed.

The bottom block on the front page must include the dates and hours of operation, the numbers of parking meters to be used, if any, and a description of the event to be served. Hours of operation must be in whole hours. Minutes are not acceptable.

An On-Street Valet Parking Permit provides for two (2) parking meter spaces, or the equivalent unmetered space (40 feet), only. Additional spaces may be provided at charges to be determined.

The top block on the back page must be filled out with information regarding the parking facility where the valet operator will store the vehicles. The contact named must be a person with authority to commit the parking facility in legal obligations (e.g., owner, general manager, etc.). A copy of the agreement between the parking facility owner and the valet operator or client must also be submitted.

The back page must include a map of the valet operation including at least the pick-up and drop-off zone, the facility where the vehicles are to be stored and the routes in both directions to be followed by the valet attendants while taking or delivering patron's vehicles. Maps submitted on separate sheets are not acceptable.

Instructions for Submittal of One-Day Temporary On-Street Valet Parking Permit Applications (Cont'd)

The fees charged, if any, must be described in full at the bottom of the back page. The description must include, but not be limited to, the following: rates per hour; rates per fraction of an hour, if any; rates for subsequent hours or fractions thereof and the maximum charge. If a flat rate is charged, it shall be noted as such. If no fee is charged, insert the word COMPLIMENTARY.

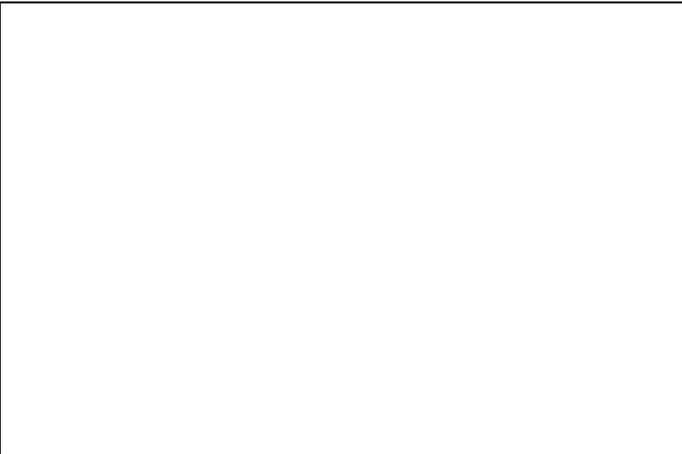
A copy of an insurance certificate providing Commercial General Liability coverage (Insurance Services Office Form CG 00 01) with limits of no less than \$1,000,000.00 per occurrence, naming the City of Santa Monica, its officers, officials, employees and volunteers as additional primary Named Insureds, with respect to liability arising out of the valet operator's use of the City's facilities or activities of the valet operator, must be submitted with the application. If the valet operator maintains higher limits than the minimum shown above, the City of Santa Monica requires and shall be entitled to coverage for the higher limits maintained by the valet operator. The valet operator's insurance coverage shall be primary as respects the City of Santa Monica, its officers, officials, employees or volunteers. Valet operator hereby grants to the City of Santa Monica a waiver of any right of subrogation which any insurer of said valet operator may acquire against the City of Santa Monica by virtue of payment of any loss. Valet operator agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not the City of Santa Monica has received a waiver of subrogation from the insurer. A standard ACORD form is acceptable **ONLY if it is accompanied by a separate endorsement form** naming the City as an additional insured as noted above. The form must also include Worker's Compensation coverage as required by law.

Application Check List

- Both sides of Permit Form completed with all signatures.
- Valet Parking Regulations signed by both parties.
- Copy of agreement between client and valet operator attached
- Copy of agreement between parking facility and valet operator attached.
- Copy of Valet Operator's Business License attached.
- Copy of insurance form attached.



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Permit **NOT VALID** without
purple APPROVED stamp
 Showing in this box →→→

One Day Temporary On-Street Valet Parking Permit

Client Name: _____ Application Date: ___/___/___

Address: _____ Zip Code: _____

Contact Name: _____ Title: _____

Relationship to Client: _____ Phone Number: _____

Valet Operator Name: _____

Address: _____

City - State - Zip Code: _____

Contact Name: _____ Title: _____

Business License No: _____ Phone Number: _____

Client Contact Signature: _____ Date: ___/___/___

Valet Operator Contact Signature: _____ Date: ___/___/___

Police Approval: _____ Date: ___/___/___

Transportation Management Approval: _____ Date: ___/___/___

Date and Hours of Operation: ___/___/___ from: _____ to _____ Meters: _____
(Whole hours ONLY) (Whole hours ONLY)

Event Description: _____

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

One Day Temporary On-Street Valet Parking Permit (Cont'd)

Location of Parking Facility: _____

Owner of Facility: _____ Phone Number: _____

Estimated Number of Vehicles to be Valet Parked: _____ Total Spaces Available: _____

Owner Contact Signature: _____ Date: ___/___/___

Sketch Map of Valet Operation: (Must be on this sheet. Separate sheet NOT acceptable)

Map must include routes for pick up and return (BOTH directions)

Fees Charged: _____



Regulations

for

One-Day Temporary Valet Parking Operations

Vehicles are permitted to occupy the valet zone for no more than ten **(10) minutes**. The operator shall provide sufficient staff and facilities to ensure that vehicles are moved from the valet zone promptly in order to prevent queuing in the public street. If the operator is unable to meet the valet parking demand and queuing occurs, the operation shall be temporarily shut down, until the demand can be properly handled.

Vehicles shall be accepted from **any driver** without regard for the destination of the driver or passengers.

Vehicles shall be parked **ONLY** in the assigned facility. Vehicles shall **NOT** be parked in any street, alley or other public right-of-way.

Vehicles shall be moved to and from the parking facility **ONLY** via the route noted on the approved permit. Shortcuts and U-turns are prohibited.

Valet personnel, including those who move patron's vehicles as well as those who handle the keys to patron's vehicles, shall, at all times, have a current valid **California Driver's License** on their person.

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.

The valet operator shall provide one **pedestal sign**, with size 24 inches wide and 36 inches high, per valet zone. Said sign shall include the message "Valet Parking" along with the following information: name, address and telephone number of the Valet Operator, and the fees, if any, for valet parking service. Fees, if charged, shall be those shown on the Permit. The fees shall be stated as follows: Rates per hour; Rates per fraction of an hour, if any; Rates for subsequent hours and fractions thereof; and, the maximum charge. The message "Valet Parking" and the maximum rate portion of the sign shall be in letters not less than **three (3) inches** high. No part of the sign message shall be in letters less than **one (1) inch** high. Sans-serif lettering is preferred.

Pedestal signs shall be placed **ONLY** on the sidewalk or in the parkway. Signs, cones, delineators or other items shall **NOT** be placed in the roadway or on parking meters.

Regulations for One-Day Temporary On-Street Valet Parking Operations (Cont'd)

Kiosks, umbrellas, desks, key lockers, signs and similar items, if placed in the public right-of-way, shall be located so as to maintain a **four-foot, or wider, clear path** along the sidewalk. It is recommended that such items be placed on private property. No part of any umbrella or other canopy, except for the central column or support, shall be less than **seven (7) feet** above the sidewalk.

The Valet Operator shall provide a proper **claim check** to the driver of each vehicle accepted for valet parking. The claim check shall explicitly state the terms and conditions under which the vehicle is being accepted.

Upon parking a patron's vehicle, the valet operator shall **lock the ignition and the vehicle** and shall **remove the key** and place it in a secure key locker. The key shall not be placed in or upon the vehicle.

The valet operator shall promptly **pay** all parking fee taxes to the City Treasurer each quarter as required.

The valet operator shall maintain a copy of the Permit and these regulations at the valet location. The permit shall be shown to **any person** upon request.

The parties agree to promptly file for an amended Permit if any of the conditions **change**, including, but not limited to, date and hours of operation, rates, change in ownership of the Client or the Valet Operator. Amended permits must be requested not less than **two (2)** City Hall work days prior to the date of the permit. Applications for amended permits shall be accompanied by the appropriate fee.

We understand that any violation of these regulations or any other applicable statutes, ordinances or laws may result in the immediate **termination** of the One-Day Temporary On-Street Valet Parking Permit, including **forfeiture** of any fees paid to the City.

We have **read** these regulations and agree to **comply** with them and with all other applicable statutes, laws and ordinances as well as with the conditions of the Permit.

Client Contact Signature: _____ Date: ___/___/___

Valet Operator Contact Signature: _____ Date: ___/___/___