



VALET PARKING PERMIT APPLICATION

VALET PERMIT TYPE	<input type="checkbox"/>	NEW VALET PERMIT	<input type="checkbox"/>	ANNUAL PERMIT RENEWAL	<input type="checkbox"/>	TEMPORARY VALET PERMIT	<input type="checkbox"/>
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VALET OPERATOR

BUSINESS NAME		BUSINESS TAX	
BUSINESS ADDRESS			
POINT OF CONTACT NAME (Must be available at all times during hours of valet operation)			
PHONE #	CELL #	EMAIL	

VALET OPERATION DETAILS

LOCATION OF VALET OPERATION		EVENT DATE(S)	
LOCATION WHERE VEHICLES WILL BE STORED (Identify parking structure or lot)			
DAYS OF VALET OPERATION	HOURS OF OPERATION	# OF VALET ATTENDANTS	MAXIMUM # OF VEHICLES TO BE PARKED AT ONE TIME

All valet operation is subject to the rules and regulations of the City of Burbank Valet Parking Ordinance (BMC Title 6, Chapter 1, Article 29). By signing below, you acknowledge that you have read the Burbank's Valet Parking Ordinance and agree to abide by all the rules and regulations of the ordinance.

VALET OPERATOR (PRINT)	SIGNATURE	DATE

CITY USE ONLY

<input type="checkbox"/>	APPROVED	<input type="checkbox"/>	APPLIED	<input type="checkbox"/>	ISSUED	<input type="checkbox"/>	EXPIRES	<input type="checkbox"/>	VALET PERMIT #
<input type="checkbox"/>	DENIED								

PAYMENT METHOD	<input type="checkbox"/>	CASH	<input type="checkbox"/>	CHECK	<input type="checkbox"/>	DEBIT CARD	<input type="checkbox"/>	CREDIT CARD	<input type="checkbox"/>
FEES			ACCOUNT NUMBER						

ISSUED BY (PRINT)	SIGNATURE	DATE



VALET PARKING PERMIT APPLICATION CHECKLIST

CITY USE ONLY

CDD TRANSPORTATION:

INITIALS	DATE	COMPLETED, SIGNED APPLICATION

INITIALS	DATE	SIGNED CONTRACT OR COVENANT BETWEEN VALET OPERATOR AND OWNER OF THE FACILITY DESIGNATED AS THE VEHICLE STORAGE LOCATION

CDD LICENSE & CODE:

INITIALS	DATE	ANNUAL BUSINESS TAX # _____

PUBLIC WORKS TRAFFIC ENGINEERING:

INITIALS	DATE	VALET OPERATION MAP INDICATING THE ROUTE FROM VALET DROP-OFF TO VEHICLE STORAGE LOCATION AND BACK TO THE INITIAL DROP-OFF LOCATION

CAO:

INITIALS	DATE	CERTIFICATE OF INSURANCE

INITIALS	DATE	ADDITIONAL INSURED ENDORSEMENT