Valet Parking Zone Application

The business requesting valet operations should complete the first page of this application. The valet company contracted by the business is to fill out the second page. Please, do not return the application unless it is completed fully by both parties. Both the business and valet company must sign the last page of this application in order for it to be considered valid and complete.

701 Market Street, Suite 5400
Philadelphia, Pa 19106
Phone# : 215-294-4438
Alaya Burnett x1
Anna Rivera x5
Fax #: 215-683-9809

Date of Application: ____/____/20____.

Information of Establishment Requesting a Valet Parking Zone

Company Name: _____

Mailing Address: _____
(Street Address) (City) (State) (Zip Code)

Contact Person Information:

Name: _____ Title: _____

Phone #: _____ Fax #: _____

E-Mail Address: _____ @ _____

Signature: _____

Is this company the owner of the proposed location? (Circle one) Yes No

If the answer is "No," please obtain the consent of the property owner. In a signed letter, addressed to the Philadelphia Parking Authority, have the owner state that they are allowing your business to have the Philadelphia Parking Authority install signs for a valet parking zone on their property. Please ensure a contact name and phone number is included.

Information of Proposed Valet Parking Zone

Address: _____

Are there parking meters at this location? (Circle one) Yes No

What are the current parking regulations at this location? _____

_____

_____

Minimum Curb Space Required: _____ Feet

Day of Week	Estimated Number of Vehicles	Hours for Valet Operations
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Reason for valet parking zone: _____

_____

Valet Parking Operator Information (to be completed by the valet company)

Company Name: _____

Address: _____
(Street Address) (City) (State) (Zip Code)

Contact Person Information:

Name: _____ Title: _____

Phone #: _____ Fax #: _____

E-Mail Address: _____ @ _____

Parking Lot or Garage Information:

Name: _____

Street Address: _____

Route to above mentioned parking lot or parking garage from establishment:

_____

_____

_____

Route back to establishment from above mentioned parking lot or parking garage:

_____

_____

_____

As the valet company for this location, please remember to include the following:

- Agreement between the establishment and the valet company stating that you, the valet company, have been contracted by the establishment to conduct valet operations for this location.
- Agreement between the valet company and the parking garage or parking lot stating that you, the valet company, have permission to park vehicles from the valet operation at this location.
- Copy of a valid driver's license for all valet company employees who will be working at this location.
- Also, please make sure your liability insurance is up-to-date and current policy is on file with the Philadelphia Parking Authority

Rules and Regulations
Governing the Establishment and Use of Valet Parking Zones

- Valet parking zones may be used only by vehicles being operated by those individuals preparing to patronize the business or institution for which the zone was established or by designated valet parking personnel.
- The Philadelphia Parking Authority may approve or deny any application for a valet parking zone.
- Valet parking zones will be established upon issuance of a permit by the Philadelphia Parking Authority.
- The annual permit fees for the Center City, University City, and Delaware Avenue Entertainment District (to be described below) are as follows:
    - $2,500 per 20 linear feet of space for any operation conducted 4 or more days a week
    - $1,500 per 20 linear feet of space for any operation conducted 3 or less days a week or for any operation conducted for 6 months or less out of the year
    - Center City: Bounded by Spring Garden Street, Bainbridge Street, the Delaware River, and the Schuylkill River
    - University City: Bounded by the Schuylkill River on the East; University and Woodland Avenues on the South; 40th Street on the West; and by a line along Filbert Street between 40th Street and 34th Street, along 34th Street to Arch Street, and along Arch Street between 34th Street and the Schuylkill River on the North
    - Delaware Avenue Entertainment District: Bounded by the Delaware River, Spring Garden Street, 2nd Street and Girard Avenue
- The annual permit fees for all other areas of the City of Philadelphia are as follows:
    - $625 per 20 linear feet of space for any operation conducted 4 or more days a week
    - $375 per 20 linear feet of space for any operation conducted 3 or less days a week or for any operation conducted for 6 months or less out of the year
- Any permit may be cancelled, on 15 days notice, provided any of the following occurs:
    - Failure to produce payment
    - Abuse of zone (i.e., Conducting valet operations on days not listed on the valet parking signs; conducting valet operations during hours not listed on the valet parking signs; conducting valet operations from a running lane of traffic, therefore, causing a traffic hazard, etc.)
        - You will receive three warning letters for each such occurrence. After you have received a third warning letter, the zone will be removed and you will not be allowed to apply for a valet parking zone in the future.
    - If, at any time, an off-street parking facility is not being used to park vehicles from the valet operation
- Two fines have been established for improper use of a valet parking zone:
    - The first prohibits use for purposes other than to load or unload passengers and to turn control of the vehicle over to the valet parking operator. The fine for this violation is $41.00 and is issued to the vehicle in violation.
    - The second requires the valet operator to remove vehicles from the valet parking zone within 20 minutes, and must park them in a licensed off-street facility. The fine for violating this provision is $101.00 and is issued to the valet operator.
- In the event of a change of address or withdrawal from business, the applicant must notify the Philadelphia Parking Authority at the address or telephone number on the front of this application.
- In the event of a change of valet company operators, the business must contact the Philadelphia Parking Authority. The Authority will then send out a new application for the new valet operator to complete. All requirements established upon the issuance of the valet parking zone must be met again in this situation.

Applicant Certification and Agreement with the Philadelphia Parking Authority

I, hereby, certify that I have read, and completely understand, the rules and regulations listed on this application. I agree to abide by the aforementioned regulations and if, for any reason, I violate these regulations, I realize the valet parking zone can and will be removed.

Business Owner	Valet Company
Name: _____	Name: _____
Title: _____	Title: _____
Signature: _____	Signature: _____
Date: _____/_____/_____.	Date: _____/_____/_____.