



## **City of University Park Valet Parking Permit Application**

Please read before submitting your application.

All regular permit applications shall be completed on a form designated by the City and signed by the applicant. All forms shall be filed with the City Manager or his designee a minimum of five (5) days prior to the date requested for the issuance of the permit. Regular valet parking permits shall be issued annually. Renewal applications for regular permits 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 business(es) 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 business(es) to be served (if applicable);
4. A statement from the owner (s) or manager (s) of the business(es) requesting the services of the operator (if applicable);
5. The location(s) where vehicles will be parked or stored for the business(es) 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 University Park during the prior twelve months
8. A statement from the operator(s) of any parking facility 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, and estimates of the percent usage of the facility prior to, and subsequent to the proposed activity for which the permit is sought. In cases where the parking facility 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 to serve such other uses when said uses were established ( for use in non residential zones);
9. A copy of the written contract or covenant between the applicant (valet parking operator) and the operator of the parking facility 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 ( for use in non residential zones);

10. An attendant stand, not exceeding four feet (4') in height, three feet (3') in width, or eighteen inches (18") in depth, shall be located on the private property adjacent to where the valet service is being performed. A sign, stating "Valet Parking" and not exceeding 24" by 36" in size, shall be installed on the face of the attendant stand. Only one attendant stand shall be permitted at any business address.
  11. Proof that the applicant has insurance in force acceptable to City of University Park Risk Manager;
  12. Payment of a nonrefundable permit fee in an amount to be set by resolution adopted by the City Council;
- (b) Temporary valet parking permits. In a circumstance involving a non-recurring special event or a special need of an applicant to commence operations prior to the time an application can be processed for regular permit issuance, a temporary parking permit for a period of operation not exceeding two calendar days may be issued by the City Manager or his designee upon the submittal of an application, accompanied by the applicable fees, the certificate of insurance required by this Article, and such other information as the City Manager or his designee determines is necessary to assess the requested application.

#### Sec. 10.2705 Operating Requirements – Please Read Carefully.

- (a) The permittee shall at no time, unless expressly authorized by the permit, park or leave standing any patron's or guest's vehicle upon any portion of a public right-of-way or other public property (including any publicly owned off-street parking space).
- (b) No operator shall park any patron's or guest's vehicle upon private property without express authorization by the owner or other person in charge of such private property.
- (c) 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 may stop or stand at a drop-off or loading area for longer than five minutes.
- (d) Pedestrian walkways must not be blocked at any time during valet parking operations and operators must provide a minimum pedestrian passing clearance of five feet.
- (e) 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.
- (f) Except where a patron or guest parks his or her own vehicle, the attendant parking a vehicle shall lock the ignition and the vehicle, remove the key and place the key in a safe place. The attendant shall not place the key in or upon the vehicle parked.
- (g) A copy of the operator's permit must be displayed at every valet parking operation site.
- (h) Each permittee shall install and maintain, at each location in a non residential zone at which a patron or guest surrenders his or her vehicle for parking, a reflective sign with contrasting 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.

(i) At 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.

(j) The permittee, or his agents and employees, shall notify the University Park 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.

(k) 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 driver's license.

#### Sec. 10.2708 Insurance Requirements

(a) Prior to the issuance of a permit under this Article, the applicant shall obtain a business auto liability policy, to include garage keeper's legal liability, with a limit of not less than one hundred thousand dollars for each accident.

(b) The City of University Park shall be covered as an additional insured under the business auto liability policy of the permittee.

(c) Insurance must be placed with insurers admitted in the State of Texas or have a current A.M. Best rating of no less than A+.

(d) Any deductibles must be declared and approved by the City of University Park. Self-insurance is not approved in lieu of a policy of insurance.

(e) The insurance policy shall be endorsed to state that coverage shall not be cancelled except after thirty days prior written notice by certified mail has been given to the City.

(f) Prior to the issuance of a permit under this Article, and at all times while the permit is in effect, the applicant shall maintain on file with the City proof of the insurance required herein and provide the City a copy of applicable insurance policies.

(g) If the insurance policies issued to the permit holder pursuant to this Article are cancelled for any reason, the permit issued under this Article is automatically suspended. In order to reinstate the permit, the permit holder shall provide a new certificate and policy of insurance to the City.

(h) The permittee shall maintain in force and effect at all times while the permit is in effect Workers' Compensation insurance as required by law.

#### Sec. 10.2709 Indemnification

The permittee, and any person acting under or pursuant to an operator's permit, agrees to indemnify, hold harmless, release and defend (even if the allegations are false, fraudulent or groundless), to the maximum extent permitted by law, and covenants not to sue, the City, its Council and each member thereof and its officers, employees, board and commission members and representatives, from any and all liability, loss, suits, claims, damages, costs, judgments, and expenses (including attorney's fees and costs of litigation) which in whole or in part result from, or arise out of: (1) any use or performance under the permit; (2) the activities and operations of the permittee and his or her employees, subcontractors or agents; (3) any condition of property used in the operation; or (4) any acts, errors or omissions (including, without limitation, professional

negligence) of the permittee and his or her employees, subcontractors or agents in connection with the valet parking operation.

#### Sec. 10.2710 Regulations

(a) The City Manager or his designee may from time to time issue written regulations for distribution to applicants and permittees regarding the implementation of the provisions of this Article, including, but not limited to, the safe and lawful conduct of all valet operations, permit application procedures and permit standards.

(b) Such regulations shall be binding upon applicants and permittees, who shall comply with such written regulations as a term and condition of the permit.

#### Sec. 10.2711 Authorized Valet Parking Zones

A valet parking operation in non residential zones may be conducted only at a location and during hours approved by the permit and designated by official valet parking signs stating the authorized location and hours of operation. Permits shall designate the specific location for which a valet parking operation in a non residential zone is approved. Valet parking operations are permitted as a special privilege and not as a matter of right and are considered temporary, nonpermanent and for a nonexclusive use of the specific location.

#### Sec. 10.2712 Conformance with Applicable Laws

Nothing in this Article is intended to authorize or authorizes the parking of motor vehicles by valet parking operators and sponsors in a manner contrary to, and all permittees shall comply with, applicable state laws and local parking and traffic regulations, including the University Park Code of Ordinances.

## VALET PARKING PERMIT APPLICATION CHECKLIST

- \_\_\_ Completed, signed, and notarized application form.
- \_\_\_ Statement from the owner or manager of the business requesting the services of the operator.
- \_\_\_ Disclosure of all prior valet parking permits issued to applicant by the City of University Park.
- \_\_\_ 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).
- \_\_\_ Proof of Endorsed Insurance.
- \_\_\_ Payment of all fees.

# Valet Parking Permit Application



Check one below:

Annual \$100     Temporary \$50

Valet Operator Name: \_\_\_\_\_ Application Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_ City - State - Zip Code \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address: \_\_\_\_\_ Cell # \_\_\_\_\_

# of Valet Attendants: \_\_\_\_\_ Valet Parking Fee \$ \_\_\_\_\_ Hrs. of Operation: \_\_\_\_\_

Previous Permit issued by the City of UP \_\_\_\_\_ Average # vehicles parked/day: \_\_\_\_\_

**“I have read and understand the City of University Park Valet Parking regulations and the application instructions and I have answered truthfully and completely the questions contained herein.”**

Valet Operator Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### ACKNOWLEDGEMENT

STATE OF TEXAS

COUNTY OF \_\_\_\_\_

This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, 200\_\_ by \_\_\_\_\_, \_\_\_\_\_ of \_\_\_\_\_, Valet Operator, a \_\_\_\_\_, on behalf of said \_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Texas

(Notary Seal)        “

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**Business Name:** \_\_\_\_\_

Address: \_\_\_\_\_ Seating Capacity \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address: \_\_\_\_\_

**Business Owner Signature:** \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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**Address of Parking Facility:** \_\_\_\_\_

Owner of Facility: \_\_\_\_\_ Total Spaces Available \_\_\_\_\_

Owner Address: \_\_\_\_\_

City - State - Zip Code \_\_\_\_\_ Phone # \_\_\_\_\_

**Facility Owner/Operator Signature:** \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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### City Use Only

(Date stamp received)
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Duration of Permit: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Total Fee: \$\_\_\_\_\_ Check# \_\_\_\_\_

Received by \_\_\_\_\_

Approved by \_\_\_\_\_

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