



ANNUAL VALET PARKING APPLICATION

Department of Public Works

10 N. Bemiston Ave. • Clayton, Missouri 63105 • Phone (314) 290-8540 • Fax (314) 863-0296

- **The non-refundable annual application fee is \$100.00.**
- **All permits are subject to renewal April 1st of each calendar year.**
- **Submit with application Certificate of Insurance** for general liability. Must contain following provisions:
 - Minimum Coverage in the amount of \$1,000,000
 - City shall receive written notice a minimum of 20 days' prior to cancellation, lapse or reduction in insurance.
 - City, its agents, employees, guests and invitees shall be named additional insured.
- Valet Parking Spaces may be permitted on public streets in Commercial Districts **ONLY** Sun-Sat 5:30pm-11:30pm
- **"Parking Compact Cars, Motorcycles or Scooters Only" restrictions will be enforced.**

Application Date: _____

Name of Business/Property Owner: _____

Address of Business/Property Owner: _____

(City) (State) (Zip Code) Phone #: _____

Name of Contact: _____ Emergency Phone #: _____

Emergency Phone #: _____ E-mail: _____

Address Location of Requested Valet Parking: _____

Number of Valet Parking Spaces Requested: One Two
(Note that 2 spaces is the maximum permitted per property frontage)

Address Locations of Where Cars will be Parked:

If Contracting with a Valet Parking Company, Provide the Following Information:

(Company Name) (Name of Contact) (Emergency Phone #)

- The Public Works Department will provide and install all parking restriction signage mounted on posts or streetlights.
- Permittee shall provide sufficient valets to remove all vehicles to be parked by valet from the valet parking zone within 10 minutes. Vehicles shall not be parked in public streets, alleys or publicly owned parking lots.
- Permittee shall keep valet parking zone in a neat and clean condition, free from nuisance and filth, and provide for the removal of snow, ice, trash and waste therefrom.
- **THE PERMIT SHALL BE CONSPICUOUSLY DISPLAYED AT THE VALET STATION DURING OPERATION.**

Applicant hereby agrees to operate the valet parking zone and perform all of the obligations, duties and responsibilities set forth in the permit and in Section 350.230 of the City Code.

Applicant's Name (PLEASE PRINT)

Applicant's Signature

FOR OFFICIAL USE ONLY

_____ Acceptance of completed Application and Fees

_____ Submittal & Approval of Certificate of Insurance

_____ Approval by Police Department

Amount Total \$ _____

Amount Paid \$ _____

Balance Due \$ _____

_____ Date _____ Initials

Permit # _____