

INFORMATION ON THE VALET PARKING OPERATION

MON		to		and		to						MON
TUES		to		and		to						TUES
WED		to		and		to						WED
THU		to		and		to						THU
FRI		to		and		to						FRI
SAT		to		and		to						SAT
SUN		to		and		to						SUN

DAYTIME HOURS OF OPERATION IF APPLICABLE	EVENING HOURS OF OPERATION IF APPLICABLE	# OF ATTENDANTS @ LOCATION	ESTIMATED # OF CARS TO BE PARKED AN HR
--	--	----------------------------------	--

example:

MON	11 am	to	2pm	and	6pm	to	2am	0	3	0	3	5	MON
-----	-------	----	-----	-----	-----	----	-----	---	---	---	---	---	-----

ADDITIONAL INFORMATION

The following documents must be attached to this document for the application to be considered complete and ready for review:

- Insurance Certification:** Documentation confirming General Liability Coverage of \$1,000,000 per incident (\$2,000,000 aggregate) naming the City of Sarasota as additionally insured and Garage Keepers Liability of \$1,000,000 per occurrence. Both documents must indicate that coverage may not be cancelled without providing the City with 30 days prior written notice.
- Indemnification Agreement:** Indemnification agreement must be signed.
- Staging Diagram:** Diagram must show location and dimensions of Staging Area, distance from intersections, location of signage and station, names and directions of travel on adjacent streets, location of adjacent businesses, indication of North, location of cones and current parking restrictions on the parking spaces to be used for Staging Area.
- Storage Diagram:** Diagram must show points of ingress and egress, the number of total available parking spaces and the location and number of those available for Valet operator's use and the names and directions of travel of adjacent streets and an indication of North.
- Travel Diagram:** Diagram must show the travel route attendant will take to deliver and retrieve automobiles between the Staging and Storage areas. Route must show all City streets with names and directions of travel, an indication of north and the amount of driving time it takes to retrieve cars from the Storage Area (this figure will be confirmed by field inspection).
- Parking Plan:** Diagram must show an overview of operation which includes location of Staging and Storage area(s), and Travel Route.
- Storage Permission from Parking Owner:** Permission must be written on letter-head stationary, and indicate the days and times and number of spaces that parking will be available for Permittee's use. Letter must include intention to notify City at least 15 days in advance of property owner's intention to terminate agreement with Permittee.
- Drawings or photographs of signage and stand:** Attached sheet must show dimensions of and information on proposed Signage.
- Sample of Valet Tag:** One example of hang tag must be attached to Application.
- Business Tax Receipt:** After your application is approved a copy of your Business Tax Receipt must be submitted to the Engineering Department to be included with your application package.

I HEREBY CERTIFY THAT ALL ANSWERS TO THE QUESTIONS IN THIS APPLICATION ARE TRUE AND COMPLETE, AND I UNDERSTAND THAT ANY FALSIFICATION OF MATERIAL FACTS MAY CAUSE FORFEITURE ON MY PART OF ALL RIGHTS TO, AND CONSIDERATION TO, BE PERMITTED IN THE CITY OF SARASOTA AS A VALET OPERATOR.

DATE

APPLICANT SIGNATURE

Valet Staging Diagram City Code Section 33-122 (a)(1)

A scale drawing of the proposed Staging Area must be drawn below or attached to this sheet. Diagram must include:

- North Arrow;
- All surrounding streets and alleys including names, directions of travel and lane dimensions;
- Existing streetscape including sidewalks, benches, street lamps and landscaping;
- Adjacent business names;
- Business driveways if any;
- Proposed location of Valet Station (removable lectern or other);
- Proposed location of any removable (directional) signs;
- Proposed location of cones to delineate staging area;
- Proposed location of City signage to be added at limits of staging area designating parking limitations;and
- The dimensions of any parking spaces which will be occupied by Valet operation and existing parking restrictions if any (Handicapped, Loading Zones, Parking Meters and time limits).



Storage Area Agreement between Property Owner and Applicant

When the Valet Service will use private property to store motor vehicles, the applicant for a revocable valet service permit shall provide the City Valet Authority with the written approval of the owner of the private property specifying that the applicant has the permission of the property owner to use the private property for motor vehicle storage purposes. In addition the written approval shall include:

- The number of available parking spaces;
- The days and times of the week when the valet service will be allowed to use the private property and
- The covenant of the private property owner to notify the City Valet Authority at least fifteen (15) days in advance of the private property owner terminating the permission given the permit applicant to utilize the private property for motor vehicle storage purposes.
- Contact information for the property owner including address, phone number, fax number and email.

Letter shall be attached to the back of this page.

Storage Area Diagram

A diagram of the proposed storage areas must be prepared in the space below, or attached if more room is needed or multiple storage areas are to be used. Diagram must show:

- Plan of the storage area showing all points of ingress and egress;
- The number of available parking spaces and
- The location and type of lighting

Attendant and Automobile Travel Plan City Code Section 33-122 (a)(1)

In the box below, or on an attached diagram, provide a travel plan for your proposed operation. Plan shall indicate:

- The route proposed for the delivery of cars from the Staging Area to the Storage Area;
- The route proposed for the attendant to travel back (by foot or other) from the Storage Area to the Staging Area;
- The route proposed for the delivery of cars from the Storage Area to the Staging Area;
- All streets and alleys included in diagram must be labeled, and indicate direction of travel and speed limits and
- Note the time it takes for an attendant to drive each portion of the route when following all speed limits and traffic control devices.

Applicant Response Auto travel time (in minutes) from Staging to Storage

Here: Auto travel time (in minutes) from Storage to Staging

Field Verification Auto travel time (in minutes) from Staging to Storage

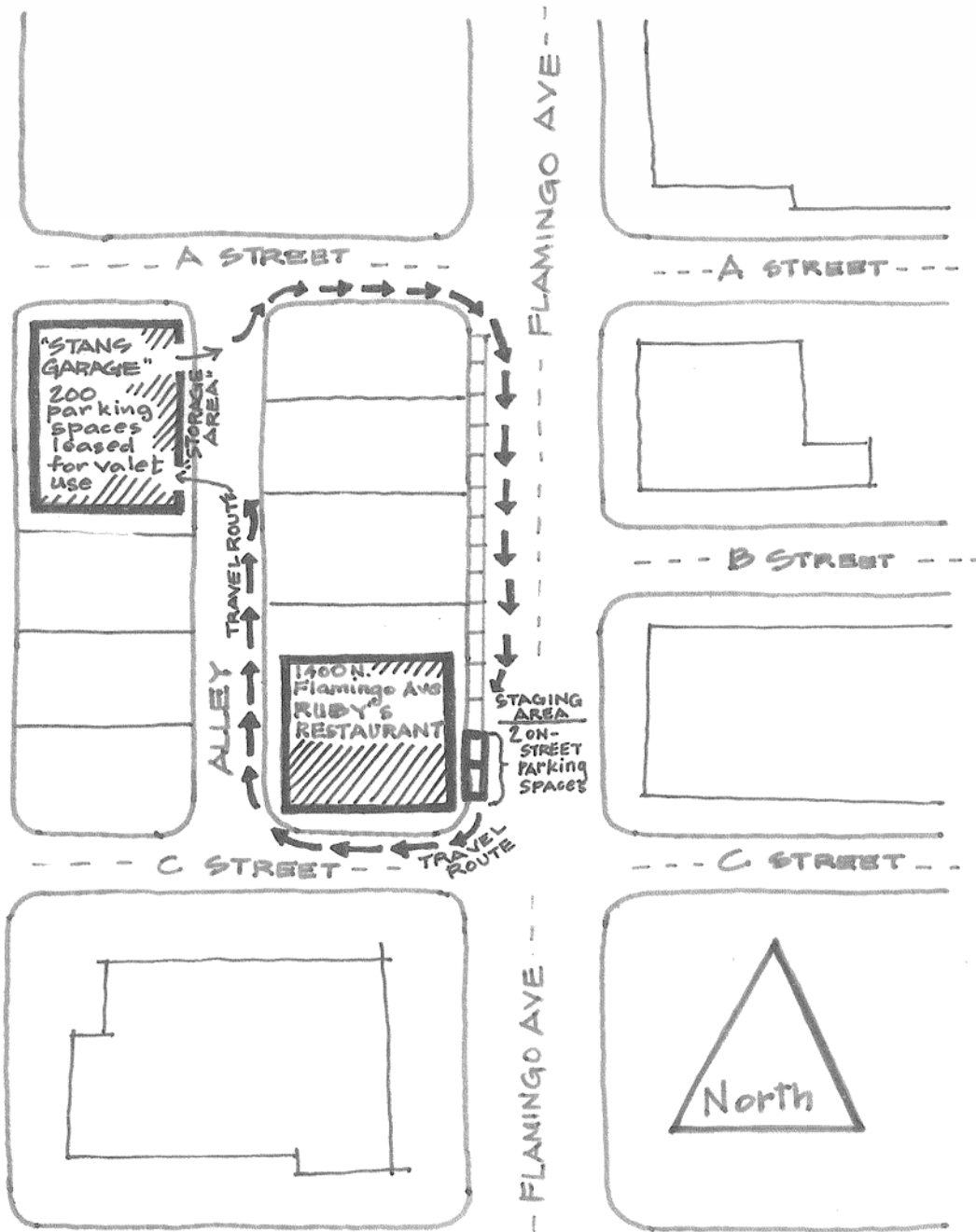
Here: Auto travel time (in minutes) from Storage to Staging

Valet Parking Plan

Applicant: On the following page you must prepare an overview diagram which incorporates the three diagrams on the previous pages (Staging Plan Diagram, Storage Plan Diagram and Travel Plan Diagram). The diagram you submit (hereafter referred to as your "Parking Plan") will be included in the notification letters sent to the parcel owners within a 500' radius of your proposed operation.

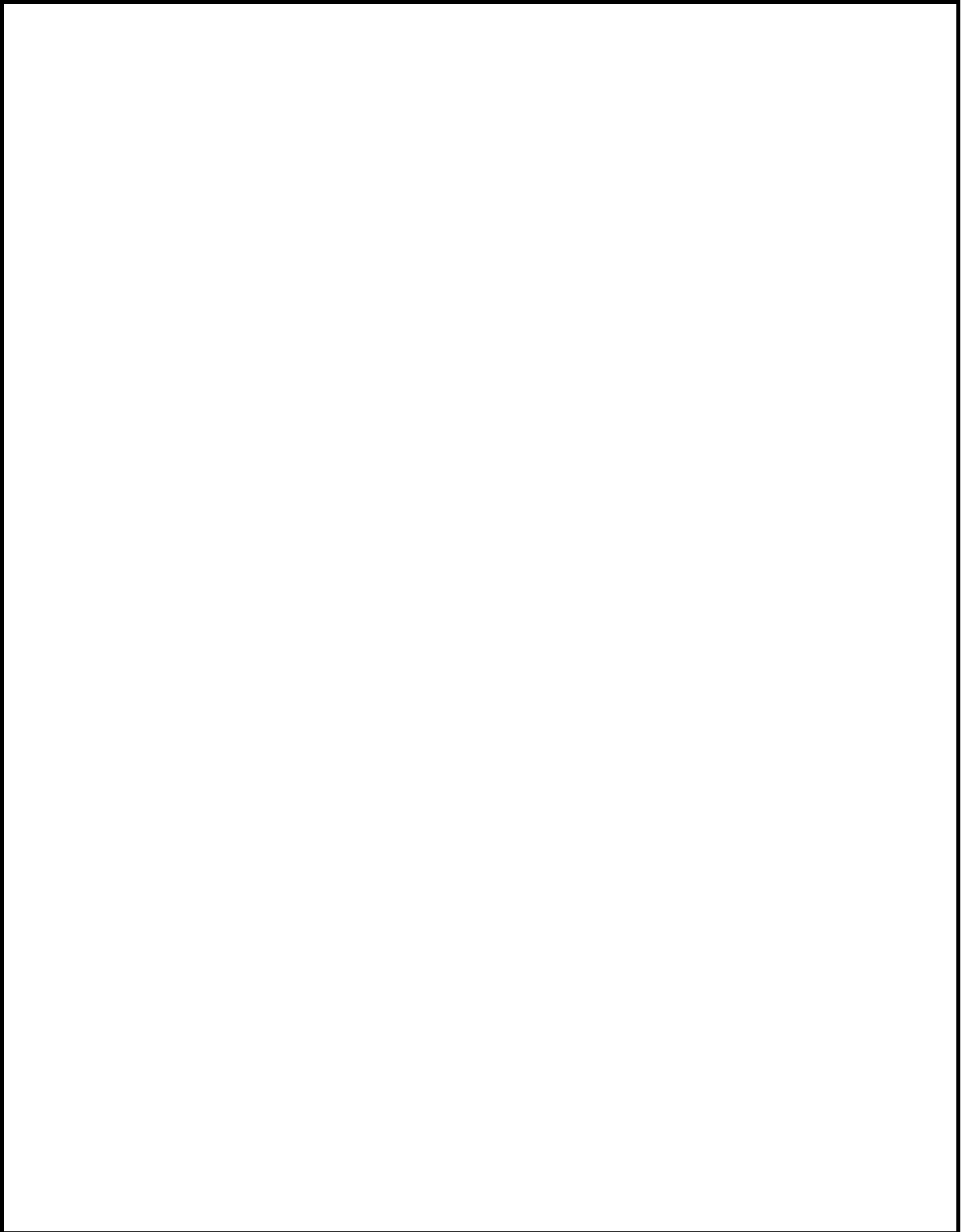
While the diagram shall have details which illustrate the Staging, Storage and Travel diagrams on the previous pages, the "Parking Plan" may be a simplified representation of your overall Operational plan. The drawing must be legible, include north arrow and all street names and business names as needed. For your convenience, an example Parking Plan is shown below.

Example of a Parking Plan showing Staging Area, Storage Area and Travel Route



Valet Parking Plan

The diagram below indicates the Staging Area, Storage Area and Travel routes for the Valet Operation.



Valet Station and Sign City Code Section 33-123 (e) 1,2,3,5

- (1) The Permittee shall provide one (1) Valet Parking Station for each Staging Area.
- (2) The Valet Parking Station shall be a removable lectern, cabinet or other structure not less than four (4) feet high, nor more than five (5) feet high, and not more than two and one-half (2 1/2) feet wide, with space for waste disposal, and space to provide locked storage for keys, licenses, contracts, maps and other documents required by code for providing valet parking.
- (3) The valet parking station shall bear a sign, not to exceed the height and width of the valet parking station, conspicuously identifying, in letters not less than one and one-half (1 1/2) inches tall, the name and phone number of the Valet operator, and the charge, if any, for the valet parking. No sign other than the one required to be mounted on the valet parking station shall be permitted on the valet parking station.
- (5) If the Permittee is required by the terms of its permit to provide a directional sign indicating the correct and safe approach to the Staging Area, the sign shall not be more than three (3) feet tall, nor more than four (4) square feet in area. The sign shall be located within five hundred (500) feet of the Staging Area, in a location approved by the Engineering Department. Signs placed on private property will need written approval from property owner.

In the space below please diagram (or attach photos) of the proposed parking station and signage:



Example of Hang Tag or Valet Ticket City Code Section 33-123(e)(6)

The Valet Operator shall provide brightly colored tags, no smaller than three (3) inches by five (5) inches to hang on the inside rear view mirror or set on the dashboard of each vehicle subject to valet parking. Each tag shall identify the name and phone number of the Valet Operator and the location of the Staging Area from which the vehicle was valet parked and indicate the method by which car owners may retrieve cars which are unclaimed after the conclusion of operating hours.

Affix a copy of the proposed hang tag or dashboard ticket in the box below. If location of car drop-off is not printed on ticket, please indicate measure by which staging location will be designated on ticket.

Copy of Local Business Tax Receipt City Code Sections 19-1 through 19-7

"All entities doing business in the City of Sarasota must obtain a City Local Business Tax Receipt each year. This is in addition to any tax required by Sarasota County or any other municipal, state or federal agency."

"Obtaining a Local Business Tax Receipt allows the City to assure that all of the members of our thriving business community have the proper state and federal licenses and operate safely, which protects our citizens. Also the law requires securing a tax receipt prior to opening or operating a business in the City."

A Local Business Tax Receipt is required for each staging location in the City of Sarasota.

In the box below attach a photocopy of your current Local Business Tax Receipt for the operating location this permit application applies to.

After approval of Valet Application and issuance of a Valet Parking Permit
a copy of the Local Business Tax Receipt must be submitted to the Engineering Department,
at which time it will be affixed in this location.

INDEMNIFICATION AGREEMENT

City Code Sec. 33-122(b)(6) e.

By obtaining this license and by signing this indemnification agreement, the Valet Licensee is agreeing to indemnify the City of Sarasota from any liability arising from the operation of a valet service. The Valet Licensee shall indemnify and hold harmless the City, and its agents and employees, against all claims, liabilities, loss, injury, death or damage whatsoever, including but not limited to attorney fees, which may be suffered or sustained by any person whatsoever, arising from the operation of a valet service. The parties acknowledge that the privilege of operating a valet service within the City of Sarasota shall be deemed sufficient consideration for this indemnification.

Valet Licensee

Date