City of Pasadena

Department of Transportation – Gloria Flores
221 E. Walnut St., #199
Pasadena, CA 91101
(626) 744-6454

This application is valid from 7/1/12 to 6/30/2013. No previous version will be accepted for FY2013.

VALET OPERATOR APPLICATION (FOR ANNUAL VALET OPERATOR PERMIT RENEWAL)

(Please print or type)

1. Valet Company:_____

   Address: _____

   City: _____ State: _____ Zip Code:_____

   Phone: ( )_____ Email: _____FAX: _____

   Pasadena Business License Number:_____Exp. Date:_____

   Tax Identification Number:_____

2. Primary Contact and Telephone Number
   (Must be available at all times during hours of valet operation in Pasadena)

   Name: _____ Phone: ( )_____ Email: _____

3. List the name and address of every officer or partner and of every owner of 10% or more of your business.

   _____/_____/_____
   (Attach additional sheet if necessary)

The following documents <u>must</u> be returned with your completed application:

- **a. Current certificate of insurance**
  - **i. <u>Certificate must list the City of Pasadena as certificate holder</u>**
  - **ii. <u>221 E. Walnut St. #199, Pasadena, CA 91101, Attn: Gloria Flores</u>**
  - **iii. <u>Certificate must indicate in the special provisions section, the following:</u>**
    <u>"Certificate holder is named as additional insured as respects to insured operations performed on behalf of the certificate holder" and "10 day written notice of cancellation for non payment will be provided".</u>
- **b. Photocopy of your current business license.**
- **c. Proof of valid driver's license's for all valet attendants such as a DMV printout for all valet attendants.**
- **d. Disclosure of prior valet parking permits.**
- **e. Application/Permit/Process Fees:** **$ 40.85** (processing fee)
  $ 82.00 (annual Valet Operator permit fee)
  $885.00 (new Valet Operator ONLY – non-refundable fee for public hearing)

NOTE: Make checks or money orders payable to the CITY OF PASADENA

Please return completed application and all requested documents to:

City of Pasadena
Department of Transportation – Attn: Gloria Flores
221 East Walnut Street #199, Pasadena, CA 91101
(626) 744- 6454 / Fax (626) 578-0746

TERMS AND CONDITIONS: All valet operations will be subject to the City of Pasadena's Valet Parking Ordinance PMC Chapter 12.14. In order to maintain a valid Valet Operator's Permit, you must keep your insurance and business license current. Valet Operator's permits are required to be renewed annually. By signing below you agree to the aforementioned terms and conditions.

Signature: _____ Date:_____

Print Name:_____