



Department of Public Works  
 Division of Transportation  
 2100 Ridge Avenue  
 Evanston, Illinois 60201  
 Phone (847) 866-2922  
 Fax (847) 448-8118

**VALET PARKING PERMIT VALID from \_\_\_\_\_ thru \_\_\_\_\_**

**BUSINESS INFORMATION**

Applicant Name: \_\_\_\_\_

Company: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**VALET INFORMATION**

Company Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Number: \_\_\_\_\_

Location where vehicles will be stored: \_\_\_\_\_  
*(Include contract or agreement letter for use of parking facilities)*

Location where transfer will take place: \_\_\_\_\_  
*(List meter numbers if in metered spaces)*

Days and hours of operation: \_\_\_\_\_

**FOR CITY USE ONLY**

\_\_\_\_\_

*PERMIT NUMBER*

\_\_\_\_\_

*DATE APPLICATION RECEIVED*

\_\_\_\_\_

*DATE APPLICATION APPROVED*

\_\_\_\_\_

*APPROVED BY*

\_\_\_\_\_

*PERMIT FEE*

\_\_\_\_\_

*PAYMENT DATE*

\_\_\_\_\_

*cash      check      credit*

*METHOD OF PAYMENT*

\_\_\_\_\_

*RECEIPT NUMBER*  
*Internal Account No. 2630.68205*

**LIABILITY WAIVER (TO BE SIGNED BY AUTHORIZED COMPANY REPRESENTATIVE )**

I request permission to offer valet parking for our guest in accordance with Section 7-2-6 of the City Code. For consideration of such permission, I hereby fully release and discharge the City of Evanston, its officers, agents and employees from any and all claims from injuries, including death, damages or losses, which may arise or which may be alleged to have arisen out of, or in connection with, the valet parking operation.

I further agree to indemnify and hold harmless and defend the City of Evanston, its officers, agents and employees, from any and all claims resulting from injuries, including death, damages or losses, including, but not limited to the general public, which may arise or which may be alleged to have arisen out of, or in connection with the valet operation.

Date: \_\_\_\_\_

\_\_\_\_\_ signature of authorized company representative