



COMMERCIAL VALET PARKING PERMIT

APPLICATION PACKAGE DOCUMENT CHECKLIST

(Completed Application Packages must be submitted minimum of 30 days prior to start of operation)

1. Commercial Valet Parking Permit Application form – complete all sections.
2. Signed statement from the owner/manager of the restaurant/business requesting the service of a specific valet company for the proposed location.
3. City of Beverly Hills Business Tax Certificate – current copy for the proposed location.
 - Business Tax Division: Email: businessstax@beverlyhills.org Phone: (310) 285-2424
4. Vehicle Route Map(s) must include all of the following:
 - a. The routes to be used between any passenger loading (valet) zone or other vehicle pick up point and the parking or storage location;
 - b. The placement, location, and description (must have dimensions) of any valet equipment, including but not limited to any valet signage, attendant stand, etc.
5. Parking Facility Letter Agreement – complete all sections for each location vehicles will be parked/stored.
6. Certificate of Insurance (see attached *Insurance Requirement Summary*):
 - a. Completed by an authorized insurance representative on a Certificate of Insurance form provided by the City or standard ACORD 25 form.
 - b. If Worker's Comp is not included on the City's form, please provide on a separate certificate. It does not have to be on the City's form.
 - c. Waiver of Subrogation (WOS) on all policies.
7. City of Beverly Hills Identification Card (CBH ID): The permittee and any person employed by, or engaged in automobile parking and who drives a vehicle of a customer, or who handles keys of a vehicle of a customer at the proposed location shall obtain CBH ID.
 - ID's must be current and valid.
 - Copy of current California Driver's License AND CBH ID must be submitted.
 - For new permit application only: Proof of CBH ID application may be submitted until actual CBH ID is issued.



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POLICE DEPARTMENT – TRAFFIC BUREAU



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- 8. Copy of current California Driver’s License of the person signing the application.
- 9. Payment or proof of payment of applicable permit application fee, permit fee, and any other commercial valet permit related fees. See attached *Commercial Valet Related Fees*.
 - Contact Finance Dept. at GeneralBillingCBH@beverlyhills.org for any outstanding balances.
- 10. Vehicle count summary for previous six months (renewal only).
 - Restaurant operations – daily lunch time, daily dinner time, and daily total count summary. If no lunch time operation, daily total would be sufficient.
 - Hotels (24 hours operation) – daily day time (7am-10pm) and daily overnight count (10pm-7am next day).
 - Retail Operation – total daily count.
- 11. Miscellaneous : _____

COMMERCIAL VALET RELATED FEES FY2023-2024

Commercial Valet Parking Application Fee (New)	\$1962.00 (Due on application)
Commercial Valet Parking Application Fee (Renewal)	\$1625.00 (Due on application)
Annual Commercial Permit Fee	\$2715.00
Six Months Commercial Permit Fee	\$1159.00 (Due on application)
Commercial Valet Permit Transfer Fee	\$513.00 (Due on application)
Commercial Valet Modification Fee (Minor/Major)	\$156.00 / \$513.00
Late Valet Permit Renewal	\$127.00 plus \$20 per day charge
“TOW-AWAY, VALET PARKING” Sign(s) Installation	\$87.00 per sign

Insurance Requirement Summary

1. General Liability (GL) : \$1 Million/occurrence, \$2 Million aggregate
2. Garage Keepers (GK) : \$250K/occurrence, \$1 Million aggregate
3. Worker’s Comp (WC)
4. GL & GK may have deductibles up to, but no greater than, 5k.
5. City as Additional Insured (AI) on all policies
6. Waiver of Subrogation (WOS) on all policies



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COMMERCIAL VALET PARKING PERMIT APPLICATION

(Please Type or Print)

Type of Application:

NEW RENEWAL TRANSFER MODIFICATION

For NEW or RENEWAL (check one of following):

ANNUAL (Fiscal Year) SIX MONTH
 (JUL 1 – JUN 30 of following calendar year) (JUL 1 – DEC 31 or JAN 1 – JUN 30)

APPLICANT INFO:

Name of Business:	_____		
Business Address:	_____		
	City	State	Zip
Contact Person:	_____		_____
	(Name)		(Title)
Phone No.:	_____		
Email:	_____		
City of Beverly Hills Tax Certificate No.:	_____		
Responsible Person that will be available at all time during hours of operation:	_____		
	(Name)		(Title)
Phone No.:	_____		
General Insurance Policy*:	_____		
	(Policy # & Expiration Date)		
Worker's Comp Policy*:	_____		
	(Policy # & Expiration Date)		

***Insurance Requirement Summary**

1. General Liability (GL) : \$1 Million/occurrence, \$2 Million aggregate
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VALET SERVICE BUSINESS(ES) & LOCATION(S)

Name of Primary Business:			
Business Address:			
City		State	Zip
Contact Person:			
(Name)		(Title)	
Phone No.:			
Email:			

Name of Additional Business:			
Business Address:			
City		State	Zip
Contact Person:			
(Name)		(Title)	
Phone No.:			
Email:			

Name of Additional Business:			
Business Address:			
City		State	Zip
Contact Person:			
(Name)		(Title)	
Phone No.:			
Email:			



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VALET OPERATION INFORMATION

NEW APPLICATION ONLY - Operation Start Date: _____

Valet receiving & returning Zone: _____
(meter # or specify location)

DAYS of Valet Operation: _____

HOURS of Valet Operation: _____

Number of attendants to be assigned to the location: _____
(Total) (Minimum during all hours of operation)

Estimated number of vehicles to be parked:

Daily: _____

Restaurants: _____
(lunch) (dinner)

Hotels (24 hours): _____
(day time 7am-10pm) (overnight 10pm-7am next day)

Valet parking fee to be charged: \$ _____
\$ _____

Parking Facility Info (Letter Agreement & Route Map required for each facility):

Facility address: _____

No. of Spaces: _____
(total at the facility) (reserved for valet operation at this service location)

Facility address: _____

No. of Spaces: _____
(total at the facility) (reserved for valet operation at this service location)

Facility address: _____

No. of Spaces: _____
(total at the facility) (reserved for valet operation at this service location)



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A PERMIT IS NOT ISSUED UNTIL ALL RELATED CITY PERMITS, DOCUMENTS, AND APPROVALS ARE RECEIVED. I hereby certify that I am aware of and agree to comply with the rules and regulations as provided for in Title 4 of the Beverly Hills Municipal Code, and restrictions listed by, pertaining to issuance of a permit. I understand that failure to comply may result in the immediate discontinuance of operations, revocation of the permit and/or police citation. I acknowledge that lack of timeliness and/or material changes to the operation may result in permit denial or assessment of additional fees. I certify to the best of my knowledge the above information are true and correct. I am the authorized person and/or official contact for all aspects concerning the permit.

PRINT NAME

SIGNATURE

DATE

GENERAL PERMIT CONDITIONS:

(location and/or operation specific conditions are not listed and may be added)

#01 Placement of Valet Equipment: The Valet Operator shall not place any valet equipment associated with the operation onto the public right-of-way prior to the start time of the valet operation. This includes, but not limited to the valet sign, key box, podium and umbrella.

#02 Start of Operation: The Valet Operator shall not accept any keys or provide any valet related service prior to the authorized start time of this permit.

#03 Additional Signage: No additional signage may be placed within the Public right-of-way, except as specifically permitted in accordance with the Beverly Hills Municipal Code. (B.H.M.C. 10-4.656) and prescribed on the pre-approved route/parking map.

#04 City of Beverly Hills ID: The permittee and any person employed by, or engaged in automobile parking operations and who drives a vehicle of a customer, or who handles keys of a vehicle of a customer shall obtain an identification card issued by the City of Beverly Hills (henceforth refer to as 'City')

#05 Permit, Map(s), CDL & City of Beverly Hills ID: A copy this permit and all approved route/parking map(s) shall be maintained at the site of operation. All person named under Condition #4 of this permit must have the current City ID and valid California Driver's License (CDL) in their possession whenever assigned to work at the valet parking location. All documents must be presented upon request to any authorized representative of the City.

#06 Off-Street Parking for Staff: That all vehicles belonging to the Valet Parking Operator's attendants assigned to this valet parking operation shall not be parked on any public right of way (street, alley, etc.). They shall be parked in an off-street parking facility with the consent of the owners or the person in lawful possession of such property.

#07 Rule Compliance: The permit holder (i.e., valet operator/service provider) shall comply with all provisions of the Beverly Hills Municipal Code and the California Vehicle Code, as well as with all conditions of this permit at all times while undertaking actions and providing services pursuant to this permit. The permit holder shall ensure all of its agents comply with all provisions of the Beverly Hills Municipal Code and the California Vehicle Code, as well as with all conditions of this permit at all times while undertaking actions and/or providing services



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pursuant to this permit. The permit holder shall not allow, cause, maintain, or suffer a violation of this or any other condition of this permit. As used herein, "permit holder" includes, without limitation, all entities and individuals who directly or indirectly own, control, or who are responsible (in any capacity) for, the permit holder. As used herein, "agents" include, without limitation, all individuals who are valet attendants and/or who undertake actions or perform services pursuant to this permit on behalf of the permit holder.

#08 Interference to Traffic: Interference to pedestrian or vehicular traffic is prohibited at all times.

#09 Valet Zone - Street Restriction: Vehicles must be received and returned only in the designated valet zone as specified under "Street Restriction" on the Meter Details section of this permit. Receiving or returning of vehicles in traffic lanes or red zones is prohibited at all times. Storing, parking, stopping standing of vehicles in the valet zone shall not exceed 5 minutes.

#10 Staffing Needs: Valet Parking Operator shall provide sufficient staff and facilities to ensure that vehicles are moved from the valet parking zone at which the patron surrenders his or her vehicle for parking promptly. No vehicle queuing or parking is allowed in travel lanes at any times. If the Valet Parking Operator is unable to meet the valet parking demand and queuing or double parking occurs, the operation shall be temporarily closed, until the demand can be properly handled. Each time such closure occurs, the Valet Parking Operator/Attendant shall display a sign with the word "FULL" that is clearly visible to approaching traffic.

#11 Parking Facilities: That all vehicles must be parked and retrieved only from the parking facilities at (ADDRESS) as specified on the permit and delivered in accordance with the attached valet parking location and route map.

#12 Valet Minimum Staffing: NUMBER (##) valet attendants must be assigned and present at this location during all hours of the operation. The City reserves the right to change staffing levels at any time. The valet operator must increase staffing without demand to accommodate any increase in vehicle traffic.

#13 Valet Service to General Public: The valet operator must provide valet service to the general public at a rate not to exceed the amount charged to patrons of the business.

#14 Short Term Valet Permit: A valid short term valet permit is required for operation outside the operational details outline in the Permit Detail, Meter Details, Commercial Valet Facilities Detail sections of this permit, including but not limited to extended operational hours, additional use of public right-of-way, exceeding valet capacity, etc.

#15 30-Day Notice of Cancellation: The Valet Parking Operator provide a signed copy of a written agreement, contract or covenant between the Valet Parking Operator and the owner of the proposed parking facility including a statement that this agreement cannot be cancelled without at least 30 days' notice to the other party and to the City.

#16 Indemnification: The Valet Operator indemnifies the City for any injury arising out of the valet parking operation as follows: "The Valet Parking Operator shall indemnify, defend and hold harmless the City, its officers, employees and agents from and against all claims, costs, expenses, damages, liabilities and judgments attributable to or arising out of any act, or error of omission on the part of the Valet Parking Operator or the Valet Parking Operator's officers, agents, servants, employees or subcontractors while performing the activities permitted under the valet parking permit."

#17 Sublease, Subcontract, or other arrangement: The Valet Parking Operator shall not sublease, subcontract or enter into any other arrangement with a person or entity for the use of the Valet Operator Permit by such person or



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entity. In addition, no Valet Parking Operator shall authorize, allow, or permit any person or entity not named on the Valet Operator Permit, other than an employee of the Valet Parking Operator, to engage in or conduct the valet parking operations at the location specified in the permit. Entering into any such arrangement shall result in the suspension or revocation of the Valet Operator Permits pursuant to Beverly Hills Municipal Code Sections 4-1.107 through 4-1.111. In the event of a transfer of ownership of Valet Parking Operator's business as defined by the City, the transferee shall comply with the procedures set forth in Beverly Hills Municipal Section 4-1.112.

#18 Vehicle Count Summary: Upon request, the Valet Operator will provide the Beverly Hills Police Department with a monthly summary of actual utilization of the valet parking service within one week following the end of each month. The vehicle count summary shall include the following information: monthly date, parking count total for each day (lunch/dinner; daytime/overnight where applicable), parking count total for each month, claim ticket numbers issues (if requested), and claim tickets (if requested).

#19 Permit Renewal: Permit renewal applications shall be submitted without demand. Pursuant to Beverly Hills Municipal Code section 4-1-102, renewal permit applications shall be filed a minimum of thirty (30) days prior to expiration of any existing permit. Failure to submit a renewal application may result in the issuance of a citation and an interruption of service.

#20 IMPORTANT Health Orders!: IMPORTANT Health Orders! Valet Operator must follow and comply with all California, Los Angeles County, and City of Beverly Hills's regulations, ordinances, and health orders in place at the time of operation.

#21 Street Closure: Temporary full road closure, may occur at any time. When such activity occurs, the valet operation may be temporarily shut down or relocated. The Valet Operator will be given as much advanced notice as possible.

INCOMPLETE APPLICATIONS WILL BE DENIED / PAYMENT OF FEES REQUIRED AT TIME OF APPLICATION

OFFICIAL USE ONLY

Permit Number # _____

Commercial Valet Parking Application Fee (New / Renewal / Transfer)	\$1962.00 / \$1625.00 / \$513.00 (Due on application)	Amt Paid: _____ Ck #: _____
Annual Commercial Permit Fee	\$2715.00	Amt Paid: _____ Ck #: _____
Six Month Commercial Permit Fee	\$1159.00 (Due on application)	Amt Paid: _____ Ck #: _____
Commercial Valet Modification Fee (Minor/Major)	\$156.00 / \$513.00	Amt Paid: _____ Ck #: _____
Late Valet Permit Renewal	\$127.00 plus \$20 per day	Amt Paid: _____ Ck #: _____
“Tow-Away Valet Parking” Sign(s) Installation	\$87.00 per sign	Amt Paid: _____ Ck #: _____

Application Package Received Date: _____ Application Package Complete? Yes / No

COI Review: _____ Route Map Review: _____ Permit Issued Date: _____

Billing Statement to Finance Dept.? Yes / No



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LETTER AGREEMENT

We, the Undersigned, Valet Parking Service Operator and Off-Street Parking Facility Owner or Lessee designate the following off-street parking facility as the facility which will accept Valet Parking Service Operator’s vehicles for the following valet parking service operation:

Owner or Lessee of the off-street parking facility:

Company: _____

Name: _____ Position: _____

Telephone: _____ Email: _____

Address of Parking Facility: _____

Mailing Address, if different: _____

Estimate of the percent of usage of the off-street parking facility prior to (_____%) and subsequent to (_____%) the Valet Parking Service Operator’s propose use.

If the off-street parking facility is part of a building or premises devoted to other uses which require off-street parking, the number of parking spaces required by law to be provided in the parking facility to serve such other uses: _____

Valet Parking Service Operator:

Company: _____

Name: _____ Position: _____

Telephone: _____ Email: _____

Company Address: _____

Valet Service Location: _____

Name

Address

Valet Service Operation Hours: _____

Days

Hours

Total number of spaces reserved for this operation: _____

This letter agreement cannot be canceled without at least thirty (30) day notice to the other party and to the City of Beverly Hills.

The undersigned declares under penalty of perjury that all statements provided therein are true and correct to the best of our knowledge.

Valet Parking Service Operator: _____
Print Name Signature (Date)

Off-Street Parking Facility Owner/Lessee: _____
Print Name Signature (Date)



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CERTIFICATE OF INSURANCE

This is to certify that the following endorsement is part of the policy (ies) described below

NAMED INSURED (Valet Operator)

COMPANIES AFFORDING COVERAGE

ADDRESS

- A.
- B.
- C.

NOTE All deductible and self insured retentions must be noted on this form or in an attached letter Failure to show a deductible or self insured retention certifies first dollar coverage Mark box if letter attached.

COMPANY (A B C)	COVERAGE	POLICY NUMBER	EXPIRATION DATE	LIMITS	AGGREGATE
	<input type="checkbox"/> Commercial General Liability <input type="checkbox"/> Garage Liability (Auto Liability) (Any Auto) <input type="checkbox"/> Garagekeepers Legal Liability <input type="checkbox"/> Excess Liability <input type="checkbox"/> WORKERS' COMPENSATION and Employers Liability			Prod-Comp Ops P.I. & Adv inj Each Occurrence C S L B.I. person B.I. accident Pty Damage Per Occurrence Per Location Each Occurrence Each Occurrence Disease - Policy Limit Each Employee	

It is hereby understood and agreed that the City of Beverly Hills, its City Council and each member thereof and every officer and employee of the City shall be named as joint and several assureds with respect to claims arising out of the following
 Valet Location

It is further agreed that the following indemnity agreement between the City of Beverly Hills and the named insured is covered under the policy: Valet Operator agrees to indemnify, hold harmless and defend the City, its City Council and each member thereof and every officer, employee and agent of City from any and all liability or financial loss resulting from any and all suits, claims, losses, damages, injuries and expenses (including, without limitation, attorney fees and costs) arising out of any injury to person or persons including, but not limited to, Valet Operator, or property which arise directly or indirectly from any reckless, wrongful or negligent acts or omissions of Valet Operator or any person employed or contracted by Valet Operator for activities conducted by Valet Operator pursuant to any permit issued by the City in the performance of any agreement with City for use of City-Owned or controlled parking facility or in the use of any other City facility

It is further agreed that the inclusion of more than one assured shall not operate to increase the limit of the company's liability and that insurer waives any right of contribution with insurance which may be available to the City of Beverly Hills

In the event of cancellation or material change in the above coverage, the company will give 45 days written notice of cancellation or material change to the certificate holder

Except to certify that the policy(ies) described above have the above endorsement attached this certificate or verification of insurance is not an insurance policy and does not amend, extend or alter the coverage afforded by the policies listed herein Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate or verification of insurance may be issued or may pertain the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies

DATE:

AGENCY:

BY:

ADDRESS

Signature of Authorized Insurance Representative

Print Name & Title