



EVENT VENUE VALET PARKING

Who needs to get a Permit? Bricks and mortar businesses (e.g. museums, halls available for rent) providing valet parking on an occasional basis must apply for an annual Event Venue Valet Parking Permit.

How do I apply for a Permit? Complete a **Valet Parking Permit Application**, provide photos of the public space where cars will be picked up and dropped off (Valet Staging Zone), pay a non-refundable Application Fee of \$50 and submit your application to DDOT. Through August 2009 Valet Parking Permit applications will be handled through an expedited process. In the future, this process will be handled through the regular DDOT permit process.

What information is needed to complete the application? You will be asked to provide the proposed hours and days of valet operation; the location and proposed size of the Valet Staging Zone (e.g. three or four parking spaces); the existing regulatory signs posted in the area of the Valet Staging Zone (e.g. Loading Zone; No Parking 4:00 to 6:30 PM); parking meter numbers if any; identify other fixtures in the area (trees, fire hydrants, etc.) and copies of specific business documents.

How long will the application process take? The application will be reviewed for vehicle and pedestrian safety and sidewalk management issues. Application reviews will take up to thirty (30) business days. If issues arise during the review, DDOT will contact the applicant and work to resolve these issues. Final approval of all applications will be made by the Public Space Committee (PSC) in a special meeting to be held in September. In the future Valet Parking Permit applications will be handled by the PSC at their regular monthly meeting.

When will I get my permit? After approval by the PSC, you must pick up the permit and Emergency No Parking signs.

What else do I need to do? You must notify DDOT and post Emergency No Parking signs at least 72 hours in advance of use of the Valet Staging Zone. In addition you must pay the cost of renting the space which will be reserved for your exclusive use as a valet staging zone. The cost will be 50 cents per hour, per parking space (20 feet) that valet services will be provided. In addition, if parking meters are in operation during the hours you are providing valet parking you must pay for taking those meter out of service. DDOT will provide an online form for notification of use of the Valet Staging Zone. It will bill you periodically for actual use of the Valet Staging Zone.

Who will enforce Valet Staging Zone? DDOT, DPW and MPD will share responsibility for enforcing violations of the Valet Staging Zone and the Valet Parking Permit.

For more information call the Public Space Policy Branch at (202) 442-4670.