



City of Berkley
3338 Coolidge Hwy
Berkley, MI 48072
(248) 658-3310

Valet Parking Application

Pursuant to *Chapter 30 Businesses, Article XIII - Valet Parking* of the City of Berkley Code of Ordinances

Please check one:

Initial Permit
\$200

Renewal Permit
\$100

Special Permit
\$50

Valet Service Information

Valet Company Name: _____ Phone: _____

Address: _____ Zip Code: _____

Contact Person: _____ Phone: _____

Email: _____ Fax: _____

Hours of Valet Operation (fill in operating hours for each day):

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Business Information

Business Name: _____ Phone: _____

Address: _____ Zip Code: _____

Contact Person: _____ Phone: _____

Email: _____ Fax: _____

Number of Employees: _____ Business Seating Capacity: _____

The following documents must be included with application:

- Signed statement from the Owners and/or Managers of the business to be served
- Copy of agreement between the Valet business and the Owner/Operator of the parking lot to be used
- List of any equipment/structures to be used during valet parking service
- Map displaying:
 - vehicle drop-off & pick-up points
 - route used by valet parking attendants
 - the parking location
 - location of any Valet Parking signs, attendant stands/shelters
- Valid Proof of Insurance:
 - Commercial General Liability Insurance (min limit \$1,000,000)
 - Garage Keepers Legal Liability Insurance (min limit \$250,000 & \$1,000,000 aggregate)
 - Comprehensive Motor Vehicle Liability Insurance (min \$500,000)

Applicant Signature: _____ Date: _____

OFFICE USE ONLY

Date received: _____ Clerk: _____

License fee: \$200 – Initial Permit \$100 – Renewal \$50 – Special Permit

Payment type: _____ Cash _____ Check #

Documents submitted: _____ Signed service request _____ Proof of Insurance (3)
_____ Map _____ Parking agreement _____ Equipment list

Public Safety Approval: _____ Date: _____

Date Issued: _____ Clerk: _____

License #: _____ Expiration Date: _____