



**CITY OF CLEVELAND**  
Mayor Frank G. Jackson

## VALET SERVICE LICENSE APPLICATION

**CITY OF CLEVELAND**  
**DEPARTMENT OF FINANCE**  
Division of Assessments & Licenses  
601 Lakeside Avenue, Room 122  
Cleveland, Ohio 44114

Phone: 216.664.2260

Hours of Operation:  
8am to 5pm Weekdays

DALLicenses@city.cleveland.oh.us

### PART I

#### SECTION A: VALET SERVICE

|               |       |
|---------------|-------|
| Legal Name    |       |
| Address       |       |
| City, ST, Zip |       |
| Phone         | Email |

#### SECTION B: CORPORATION INFORMATION

|  |  |  |  |                          |     |                          |    |
|--|--|--|--|--------------------------|-----|--------------------------|----|
| Is the parking space being made available pursuant to a written contract with the parking facility operator? |  |  |  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| If a corporation or partnership, print names of officers and all interested parties.                         |  |  |  |                          |     |                          |    |
| President  |  |  |  | Vice President           |     |                          |    |
| Secretary  |  |  |  | Treasurer                |     |                          |    |
| General Partner  |  |  |  | Limited Partner          |     |                          |    |
| General Partner  |  |  |  | Limited Partner          |     |                          |    |
| State Incorporated   |  |  |  | Date Incorporated        |     |                          |    |

#### SECTION C: APPLICANT INFORMATION

|               |       |
|---------------|-------|
| Name          |       |
| Address       |       |
| City, ST, Zip |       |
| Phone         | Email |

#### APPLICANT SIGNATURE

|  |
|--|
|  |
|--|

#### SECTION D: ADDITIONAL INFORMATION

- Attach a current, complete, and satisfactory Certificate of Insurance. The City of Cleveland must be named as additional insured and provide commercial general liability insurance not less than \$500,000.
- Attach samples of the customer receipts and tags that will be placed on the rear view mirror or set on the dashboard while parked.
- An indication that the valet operator will maintain current copies of all required records pursuant to § 196.10 of the Codified Ordinance of the City of Cleveland, and present them upon request to any authorized representative of the City of Cleveland.
- Valet Application Fee - \$55.00 / Calendar year which expires on the 31<sup>st</sup> of December of the year issued §463.02(g).
- List all lots and other pertinent information on page two of this application.

#### SECTION E: APPROVALS – FOR OFFICE USE ONLY

|                              |           |
|------------------------------|-----------|
|                              |           |
| Responsible Officer (print): | Signature |
| Date                         |           |
|                              |           |
| Commissioner Approval        | Date      |



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APPLICATION  
ORD. §463.02(B)

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**PART II**

| Legal Name of the parking facility<br>Facility Address<br>Contract Term  | Location of Parking Facility                | Parking Place License Number | Description - Total Spaces<br>Days of Operation<br>Spacing (single,double,triple) | Price to Patrons        |
|--|---|------------------------------|---|-------------------------|
| XYZ Parking Systems<br>321 Third St Cleveland<br>Term = 8/2009 – 12/2009 | Jimmy's Restaurant<br>123 Main St Cleveland | PPL No.-XXXX XX-XXXXX        | 1 <sup>st</sup> floor – 100 spaces<br>Mon-Fri & special events<br>Single space    | \$10 M-TH<br>\$20 F-SUN |
|  |   |                              |   |                         |
|  |   |                              |   |                         |
|  |   |                              |   |                         |
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