



**CITY OF FORT WORTH  
VALET PARKING LICENSE APPLICATION**

APPLICATION DATE \_\_\_\_\_

NAME OF APPLICANT \_\_\_\_\_

NAME OF BUSINESS CONTRACTING FOR VALET SERVICE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

RESPONSIBLE OFFICIAL \_\_\_\_\_

CELL PHONE # \_\_\_\_\_ OFFICE PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

E-MAIL \_\_\_\_\_

VALET SERVICE PROVIDER \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

RESPONSIBLE OFFICIAL \_\_\_\_\_

CELL PHONE # \_\_\_\_\_ OFFICE PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

E-MAIL \_\_\_\_\_

CHECK ALL THAT APPLY: ☐ NEW APPLICATION ☐ RENEWAL

☐ NUMBER OF SPACES (MINIMUM OF TWO (2) SPACES REQUIRED) \_\_\_\_\_ BEGINNING VALET DATE: \_\_\_\_\_

☐ VALET STAND (INDICATE LOCATION, SIDEWALK, ETC.) \_\_\_\_\_

☐ LOCATION OF OFF-STREET PARKING \_\_\_\_\_  
(ADDRESS)

LOCATION OF VALET PARKING ZONE: (LIMITS)

STREET FROM TO

LIST DAYS AND TIMES OF VALET SERVICE:

DAYS (BEGIN TIME) (END TIME)

DAYS (BEGIN TIME) (END TIME)

\*\* LIST NAME OF CONTRACTED TOWING COMPANY AND NUMBER: \_\_\_\_\_  
(Refer to list of towing companies approved to perform non-consent tows in the city's right of way)

**THE FOLLOWING MUST BE SUBMITTED WITH APPLICATION:**

Signed agreement documentation indicating applicant has legal right to park vehicles at off- street location  
Copies of written notification to all property owners located within 100 feet on same side of street of valet parking service  
Route & Site Plan  
Certificate of insurance (\$ 1 million garage liability and \$1 million garage keepers) listing the city as an additional insured  
Annual license fee of \$1,000 (includes 2 spaces) plus the cost of additional spaces (\$150 per space).

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

TRANSPORTATION AND PUBLIC WORKS DEPARTMENT

Ground Transportation Office

909 Taylor Street

Fort Worth, Texas 76102

(817) 392-6987

Office Use Only

Received \_\_\_\_\_ Approved \_\_\_\_\_ Permit # \_\_\_\_\_ Denied \_\_\_\_\_



## VALET PARKING ORDINANCE REQUIREMENTS

- Maintain a current copy of the **Annual Valet Parking License** at valet stand at all times during approved valet parking operational hours
- Stay within the approved valet parking hours and limits as defined of the permitted area (not allowed to use more space than approved on permit and site plan)
- Only allowed to contact designated and approved towing company (for non-consent tows) in accordance with the company phone number as posted on the regulatory valet parking signs installed for that specific valet location
- Capture the valet lane with traffic cones
- Do not exceed the time limit in the valet zone: **30** minutes for hotels and **5** minutes for all other operators
- Do not stage or park vehicles in the City's right-of-way
- Store vehicles in the designated and authorized "off-street" location
- Do not unreasonably interfere with pedestrian or vehicular traffic
- Do not endanger the safety of persons or property
- Do not obstruct a vehicle operator's ability to see any part of an intersecting road
- All valet operators required to maintain a valid state driver's license at all times
- Do not place more than one valet parking service stand on the public right-of-way (sidewalk)
- Comply with all other requirements and provisions as outlined in the Valet Parking Ordinance (No. 22224-05-2016)

# TPW/PARKING SERVICES TRAFFIC MANAGEMENT SECTION

## BASIC INSURANCE REQUIREMENTS

### VALET PARKING

The following items represent basic insurance requirements. Insurance coverage's listed below may be added as an endorsement on a Commercial General Liability policy.

1. **Garage Liability Insurance** shall provide liability for bodily injury and property damage resulting from the garage operations or operations of any auto whether or not owned by the insured and shall be in the minimum limit of \$1,000,000; other than garage operation which shall be \$1,000,000 per occurrence and an aggregate of \$2,000,000.

2. **Garage Keepers Insurance Policy**

\$1,000,000 Limit for vehicles in the care, custody and control of licensee.

Maximum Deductibles shall not exceed:

\$1,000 per unit

\$5,000 per loss comprehensive

\$1,000 for collision

**Policy is to include the following:**

- Comprehensive and collision coverage for physical damage
- Coverage for vehicle storage
- Coverage for a vehicle driven by or at the direction of the licensee
- Coverage for property damage

**Policy Endorsements as follows:**

- > The City of Fort Worth, its Officers and Employees named as an Additional Insured
- > Ten (10) days' notice to the Director in the event of any material change or cancellation of the policy.
- > Waiver of rights of recovery (subrogation) in favor of the City of Fort Worth.