

# VALET PARKING SERVICE PERMIT PROGRAM



The Lexington & Fayette County Parking Authority, in an effort to encourage growth and development in the Downtown Lexington core and to encourage retail and restaurant businesses, hereby adopts a Valet Parking Permit Program whereby property owners and businesses may apply for permission to operate a valet parking service.

## **Regulation of valet parking; limitations:**

It shall be unlawful for any person or company to provide, for a one-time event or on a continuing basis, a valet parking service which uses any public right-of-way including metered spaces or loading zones in any way for pick-up, delivery or storage of automobiles without first obtaining a valet parking permit pursuant to this Permit Program.

## **Application and review procedures for valet parking permit:**

- a. Application for a valet parking permit shall be made by the owner of the Sponsoring Business for which valet parking services are to be provided or by the valet parking service. The application shall be submitted to the Lexington & Fayette County Parking Authority (LFCPA) on forms provided by the LFCPA. A traffic plan must be submitted with the application detailing the route to be followed between the pickup and delivery zones and the storage area.
- b. Any submitted application must include the valet parking service's occupational license.
- c. The application shall include the required information and fees as specified in this program.
- d. The Executive Director of the LFCPA shall review the application and shall approve, approve with conditions, or deny the application.
- e. Any decision of the Executive Director on a valet parking service application may be appealed to the Parking Authority Board. The Board shall have the authority to uphold, modify or overrule the Executive Director's decision.

## **Hours of Operation, Zone Locations, Fees, Meter Bags:**

- f. Valet parking services may only be provided after 5:00 p.m. Sunday through Saturday. No overnight parking is allowed.
- g. Pick-up/delivery zones: A valet parking service may only pick up and deliver vehicles in the curb lane closest to the entrance to the business. The valet parking service may reserve on-street public metered parking spaces for delivery and pick-up of vehicles if the required number of metered spaces is available. A minimum of two (2) parallel or three (3) contiguous angle parking spaces is required. The maximum number of reserved parking spaces used for a pick-up/delivery zone shall be determined by the LFCPA Executive Director but in no case may that number exceed four (4). The valet parking service permit application shall include the location of the reserved parking spaces to be used by the valet parking service. In no case may any vehicle be parked in any pick-up/delivery zone parking space in excess of 15 minutes.
- h. The annual valet parking permit fee is \$250 per zone, as defined in Item "g". A \$25 special event fee applies when an event occurs outside of normal permitted hours but within an already permitted zone. Beginning 7/1/2018, an additional fee of \$25 will be assessed when special events are requested less than 24 hours prior to the beginning of the event.
- i. In order to best notify citizens of the pickup and delivery zones, LFCPA shall furnish the valet parking service with meter bags which shall be installed by the valet parking service at the beginning of each valet shift. The bags are to be removed by the valet parking service at the end of each shift. In the event meter bags become lost or damaged during the permit term, the valet parking service shall purchase replacement bags from LFCPA at the cost of \$5.00 (five dollars) per bag. New meter bags will be distributed upon each permit renewal.

## **Other Considerations:**

- j. All on-street valet parking services are subject to the regulation and Program of the Lexington & Fayette County Parking Authority.
- k. The valet parking service may display only one (1) sidewalk sandwich board which must be pre-approved by the Lexington & Fayette County Parking Authority (LFCPA).

- l. Valet parking services must hire sufficient valet personnel and arrange for nearby garage or off-street parking lot parking spaces. This staffing and parking arrangement must minimize congestion and delays to through traffic in front of the business. Proof of an agreement for the provision of necessary off-street parking spaces to accommodate the requested valet zone must be attached to the application.
- m. Only drop off/pick-up operations are authorized within any valet zone, and any vehicle staging is limited to 15 minutes. Valet parking services may not allow long term parking within a valet zone. Any vehicles valet parked outside of their assigned valet zone may be cited for improper parking.
- n. The valet parking service must immediately notify the LFCPA Executive Director if the valet parking service is terminated or if there is any change to the operating hours of the valet parking service. Under no circumstances shall the valet parking service lengthen the operating hours without the approval of the LFCPA Executive Director.
- o. The Executive Director of the LFCPA shall determine the need and space of the valet zone based on the size, location, business operations and adjoining curb use.
- p. The Executive Director of the LFCPA retains the right, in his/her sole discretion, to alter the terms of the valet parking service permit zone and curb control to ensure safe and efficient vehicular and pedestrian flow.
- q. Because a valet zone is within the public right of way, any valet parking service authorized under this Program shall be open to the public and shall not be restricted to the patrons of any particular business establishment(s).
- r. Unless a permit is approved with contingencies that provide solely for temporary service, the permit shall be in effect through the year specified on the following page. Applications for the renewal of a valet parking service permit shall be made to the LFCPA **not less than sixty (60) days prior to the expiration of the permit to be renewed.**
- s. Each application for a valet parking service permit shall require the co-signature of a Sponsoring Business that desires to sponsor the valet parking service to provide valet parking services that will benefit its patrons as well as the general public. The Sponsoring Business must be located on the same side of the street and within 100 feet of the proposed valet zone. Any application submitted without a proper Sponsoring Business shall be rejected, unless the valet parking service can justify the application request is a service to more than one entity or as a benefit to the economic and social health and vitality of the downtown area. The LFCPA may survey the affected neighborhood or business located on the adjacent block to determine indication of support for any application.
- t. The LFCPA Board may conduct a review of the valet zone at any time and for any reason. The LFCPA Board, at its sole discretion, may terminate this Agreement or alter a valet zone as a result of the review, providing a thirty (30) days prior written notice to the valet parking service.
- u. The valet parking service acknowledges that it does not have any sort of property right or interest in the valet zone, as it is part of the public right-of-way and must be used in the best interest of the public, as determined by Lexington & Fayette County Parking Authority (LFCPA).
- v. The valet parking service shall provide proof of, and keep in effect, a minimum of \$1,000,000 liability insurance per occurrence, \$1,000,000 property damage per occurrence, and \$1,000,000 garage keepers' liability per occurrence. Such policy shall name the Lexington & Fayette County Parking Authority and the Lexington-Fayette Urban County Government as additional insureds. No such policy shall be subject to cancellation except upon ten (10) days written notice to the LFCPA Board.

# APPLICATION FOR VALET PARKING OPERATION PERMIT



*Term of Permit: July 1, 2019 – June 30, 2020*

**SPECIAL EVENT DATE(S):** \_\_\_\_\_

Name of valet parking business requesting permit: \_\_\_\_\_

Contact Information                      Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Location of proposed valet zone: \_\_\_\_\_

Name of sponsoring business: \_\_\_\_\_

Contact Information                      Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Proposed hours of operation\*

Sunday              Opening \_\_\_\_\_              Closing \_\_\_\_\_

Monday              Opening \_\_\_\_\_              Closing \_\_\_\_\_

Tuesday              Opening \_\_\_\_\_              Closing \_\_\_\_\_

Wednesday              Opening \_\_\_\_\_              Closing \_\_\_\_\_

Thursday              Opening \_\_\_\_\_              Closing \_\_\_\_\_

Friday              Opening \_\_\_\_\_              Closing \_\_\_\_\_

Saturday              Opening \_\_\_\_\_              Closing \_\_\_\_\_

\*Any temporary operations outside the above-designated hours of operation must be authorized by the Lexington Police Department. Any special events in the area and/or any public emergencies such as roadbed failure, etc that require street closures will supersede this authorization.

**Sponsoring Business:**

By signing this application, I am hereby indicating the following \_\_\_\_\_ [Sponsoring Business] desires to sponsor \_\_\_\_\_ [Valet Parking Service] to provide valet parking services as described on the "Application for the Valet Parking Service Permit." I acknowledge that the proposed valet zone will provide a direct benefit to the patrons of Sponsoring Business as well as to the general public.

By signing this application, Sponsoring Business is in no way becoming a co-applicant, will not be a party to any permit issued, and is taking on no liability whatsoever related to the Valet Parking Service or its use or operation of any valet zone. This sponsorship is simply a statement by an interested business as to the desire to have the benefit of a valet parking service in the proximity of its establishment. The Sponsoring Business may withdraw its sponsorship at any time and for any reason, or for no reason at all, by giving written notice to the LFCPA Executive Director. Such withdrawal will become effective immediately upon receipt.

Name of Sponsoring Business: \_\_\_\_\_

Authorized By: \_\_\_\_\_ (Name) \_\_\_\_\_ (Title)

**Valet Parking Service:**

I have read and agree to the terms herein in the submission of this application for a valet parking service permit:

By \_\_\_\_\_ Title \_\_\_\_\_

For \_\_\_\_\_ Date \_\_\_\_\_

NOTE: This application will not be considered unless attached hereto is: (1) evidence of an agreement for the provision of necessary off-street parking spaces to accommodate the requested valet zone; and traffic plan (2) a certificate of insurance indicating a minimum of \$1,000,000 liability insurance per occurrence, \$1,000,000 property damage per occurrence, and \$1,000,000 garage keepers' liability per occurrence, and a specification that such policy may not be subject to cancellation except upon ten days written notice to the LFCPA Board; and (3) indication of support from the affected neighborhood or business, or related associations. Annual Valet Parking Permit Fee = \$250 per zone, \$25 for one-time events.

**Lexington & Fayette County Parking Authority Board Use Only**

Application: Approved \_\_\_\_\_ Denied \_\_\_\_\_

Conditions of approval: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of LFCPA ED \_\_\_\_\_ Date \_\_\_\_\_