

## Application for Valet Operator Permit

City of Sarasota  
1565 1st Street  
Sarasota, FL 34236  
941-954-7057



Please complete, assemble, and submit a PDF file of your application online, with all supporting documentation at:  
[Parkinginfo@sarasotafl.gov](mailto:Parkinginfo@sarasotafl.gov)

### REQUIRED DOCUMENTS

#### THE FOLLOWING DOCUMENTS MUST BE ATTACHED TO THIS APPLICATION TO BE CONSIDERED COMPLETE AND READY FOR REVIEW:

- Detailed **Staging/Storage/Travel and Parking Diagram** (please see the attached example **Diagram** for reference):  
**Staging/Storage/Travel and Parking Diagram:** Permittee must provide this department with a diagram showing an overview of the operation containing the following: the location and dimensions of Staging Area, distance from intersections, location of signage and station, names and directions of travel on adjacent streets, location of adjacent businesses, location of cones and current parking restrictions on the parking spaces to be used for Staging Area; points of ingress and egress to Storage Area, the number of total available parking spaces and the location and number of those available for Valet operator's use, names and directions of travel of adjacent streets; the travel route attendant will take to deliver and retrieve vehicles between the Staging and Storage areas including names and directions of travel streets and the amount of driving time it takes to retrieve cars from Storage Area (confirmed by field inspection ); indication of North.
- Hold Harmless, Maintenance and Indemnification Agreement:** The Hold Harmless, Maintenance and Indemnification Agreement must be signed.
- Reserved On-Street Parking Spaces:** If using marked/metered On Street Parking Spaces, the Street Name, Block Number, Direction and number of spaces, and payment must be made for use of these spaces. The Street Block number must appear on the Right-of-Way Use Permit application in the Purpose of Work section. A copy of the receipt from Parking must be attached to this request.
- Storage Permission from Parking Property Owner:** Permission must be written on letter-head stationary and indicate the days and times and number of spaces that parking will be available for Permittee's use. Letter must include intention to notify City at least 15 days in advance of property owner's intention to terminate agreement with Permittee.
- Executed Certification of Insurance (on ACORD form). ***Please see attached sample for correct minimum coverage amounts and notes that are REQUIRED.***
- Drawings or photographs of signage and stand:** Attached sheet must show dimensions of and information on proposed Signage.
- Sample of Valet Tag:** One example of hang tag must be attached to Application.
- Business Tax Receipt:** A copy of your Business Tax Receipt must be included with your application package.
- Fees: ALL FEES** are to be paid in Person at City Hall, or by Mail.

If you have any questions, please contact us at: City of Sarasota  
Parking Division- Valet Operation  
1565 1<sup>st</sup> street, Rm 114  
Sarasota, FL 34236  
[Parkinginfo@Sarasotafl.gov](mailto:Parkinginfo@Sarasotafl.gov)

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Valet Operator's Information

Business Served by Valet Operator

Valet Business Name: \_\_\_\_\_  
 Owner Name: \_\_\_\_\_  
 Manager Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Cell Number: \_\_\_\_\_  
 Email: \_\_\_\_\_

Type of Business: \_\_\_\_\_  
 Valet Business Name: \_\_\_\_\_  
 Owner Name: \_\_\_\_\_  
 Manager Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Cell Number: \_\_\_\_\_  
 Email: \_\_\_\_\_

DAYTIME HOURS (IF APPLICABLE)			EVENING HOURS (IF APPLICABLE)			NUMBER OF ATTENDANTS AT LOCATION BY DAY	ESTIMATED NUMBER OF CARS PARKED PER HOUR
DAYS	FROM	TO	DAYS	FROM	TO		
MONDAY			MONDAY				
TUESDAY			TUESDAY				
WEDNESDAY			WEDNESDAY				
THURSDAY			THURSDAY				
FRIDAY			FRIDAY				
SATURDAY			SATURDAY				
SUNDAY			SUNDAY				

I, THE UNDERSIGNED OWNER/AGENT/APPLICANT, HEREBY CERTIFY THAT I HAVE REVIEWED THE APPLICATION, ALL ATTACHMENTS THERETO, AND CITY CODE CONDITIONS RELATED TO A VALET OPERATOR PERMIT. I CERTIFY THAT ALL RESPONSES IN THIS APPLICATION ARE TRUE AND THAT ANY FALSIFICATION OF MATERIAL FACTS WILL RENDER THIS PERMIT NULL AND VOID. FURTHERMORE, I HEREBY AGREE TO ADHERE TO CITY REQUIREMENTS FOR A VALET OPERATOR PERMIT & AUTHORIZE THIS APPLICATION TO BE SUBMITTED TO THE CITY FOR CONSIDERATION OF SUCH. SHOULD ANY INSPECTIONS OF THE RELATED BUSINESS PROPERTY BE NECESSARY THROUGH THE NORMAL COURSE OF THE CITY'S REVIEW OF THIS PERMIT, I HEREBY ALLOW CITY REPRESENTATIVES TO ACCESS THE PROPERTY FOR RELATED INSPECTIONS.

Valet Operator/Agent: \_\_\_\_\_  
 (Print Name)

Business Owner/Agent: \_\_\_\_\_  
 (Print Name)

Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

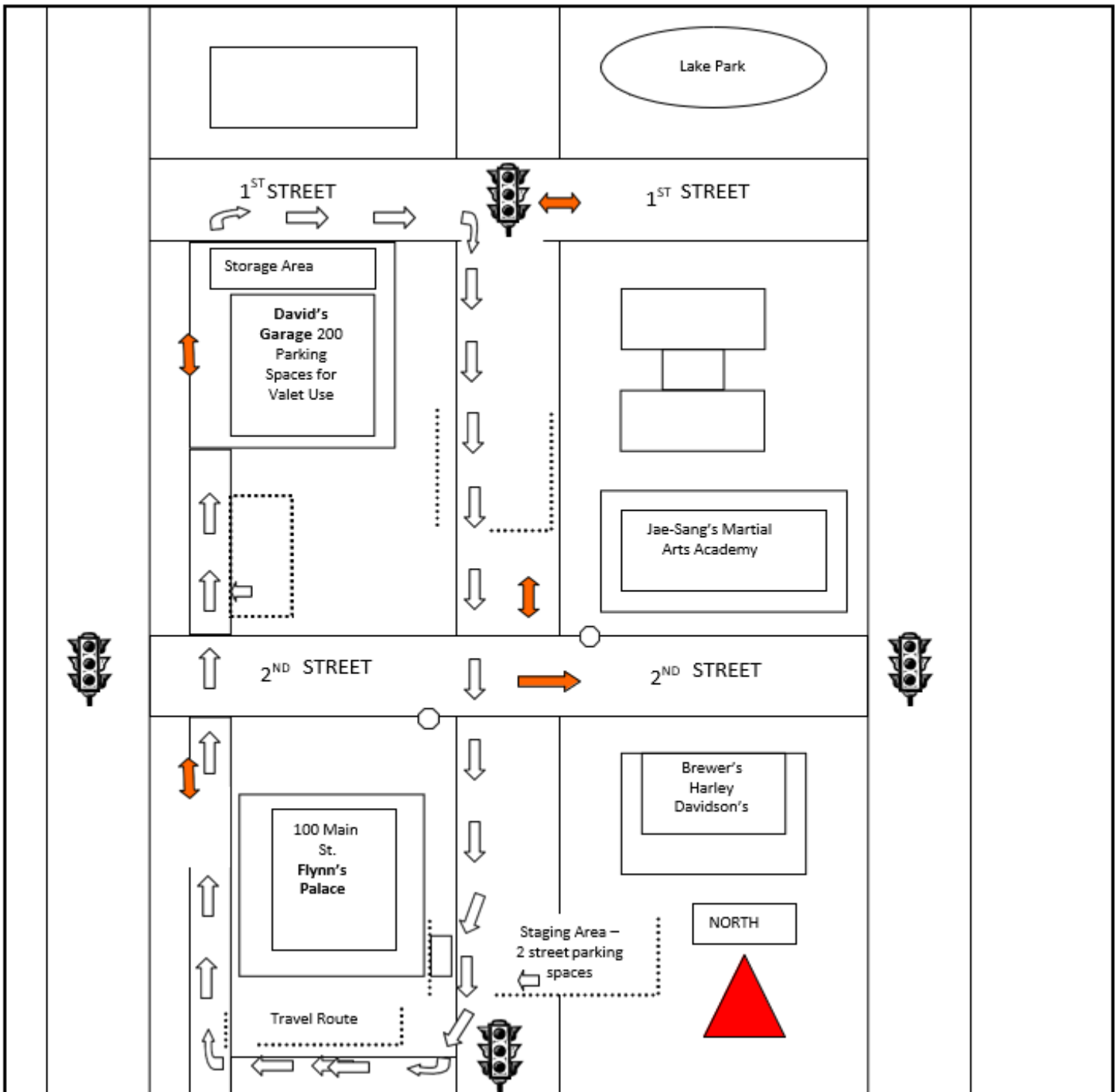
Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

# OVERVIEW DIAGRAM

Applicant:

On a separate page you must prepare an overview diagram with the following information: the location and dimensions of Staging Area, distance from intersections, location of signage and station, names and directions of travel on adjacent streets, location of adjacent businesses, location of cones and current parking restrictions on the parking spaces to be used for Staging Area; points of ingress and egress to Storage Area, the number of total available parking spaces and the location and number of those available for Valet operator's use, names and directions of travel of adjacent streets; the travel route attendant will take to deliver and retrieve vehicles between the Staging and Storage areas including names and directions of travel streets and the amount of driving time it takes to retrieve cars from Storage Area (confirmed by field inspection); indication of North.

EXAMPLE OF A PARKING PLAN SHOWING STAGING AREA, STORAGE AREA AND TRAVEL ROUTE



## **VALET STATION AND SIGN**

**Each Staging Area requires one (1) Valet Parking Station meeting the following specifications:**

- The Valet Parking Station shall be a removable lectern, cabinet or other structure not less than four (4) feet tall, nor more than five (5) feet tall, and not more than two and one-half (2½) feet wide, with space to provide locked storage for keys, licenses, contracts, maps and other documents required for providing valet parking.
- The Valet Parking Station shall bear a sign, not to exceed the height and width of the Valet Parking Station, conspicuously identifying, in letters not less than one and one-half (1½) inches tall, the name and phone number of the Valet operator for the Valet parking. No sign other than the one required to be mounted on the Valet Parking Station shall be permitted on the Valet Parking Station.

**ON A SEPARATE SHEET, please diagram (or attach photos) of the proposed parking station and signage.**

Return to:  
City of Sarasota  
Parking Division  
1565 1<sup>st</sup> Street Rm 114  
Sarasota, FL 34236



Parcel Folio #: \_\_\_\_\_  
Address: \_\_\_\_\_

## HOLD HARMLESS, MAINTENANCE AND INDEMNIFICATION AGREEMENT

**THIS AGREEMENT** is made as of this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ with an address of \_\_\_\_\_ (hereinafter referred to as "**APPLICANT**"), in favor of the City of Sarasota, 1565 1<sup>st</sup> Street, Sarasota, Florida 34236 (hereinafter referred to as "**CITY**").

### WITNESSETH:

WHEREAS, the APPLICANT has applied to the City for a **VALET OPERATOR** permit in accordance with a permit application submitted to the CITY which permit application is incorporated herein by this reference ("**Proposed Permit**"); and

WHEREAS, the Proposed Permit includes activities and/or installation of improvements in or on public right-of-way, including, without limitation, \_\_\_\_\_; and

WHEREAS, the CITY is willing to issue the Proposed Permit for such activities and/or installations in the public right-of-way provided that the APPLICANT agrees to maintain the improvements, waive any liability that the CITY may have and to indemnify and hold the CITY harmless from any liability that may arise as a result of issuing a permit for such activity and/or installation in or on public right-of-way.

NOW, THEREFORE, in consideration of the recitals set forth above, which are incorporated into the body of this Agreement by reference, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the parties hereto, the APPLICANT hereby agrees as follows:

1. The APPLICANT hereby waives, relinquishes, absolves, and discharges the CITY from any and all liability, damages, costs and expenses of any nature whatsoever resulting directly or indirectly from the issuance of a permit by the CITY for the above described activity and/or installation on public right-of-way, including, without limitation any injuries or damages that APPLICANT and the employees, contractors, subcontractors, invitees and guests of the APPLICANT may suffer or incur in connection with the issuance of the above described permit by the CITY.
2. The APPLICANT shall defend, hold harmless, and indemnify the CITY from and against any and all liability, losses, claims, damages, costs, attorney(s) fees (at trial or on appeal) and expenses of whatever kind or nature which the CITY may sustain, suffer or incur, or be required to pay due to damages or losses suffered by any person, including without limitation, the employees, contractors, subcontractors, invitees and guests of the APPLICANT arising out of the issuance of the above described permit or in connection with the use of the public right-of-way by the APPLICANT as a result of the issuance of said permit.
3. IT IS UNDERSTOOD AND AGREED that this hold harmless and release of claims is intended to cover ALL CLAIMS, KNOWN OR UNKNOWN, including claims for both PERSONAL INJURIES and PROPERTY DAMAGE. This hold harmless and release of claims is further intended to release from all actions, arising either directly or indirectly out of the issuance of the above described permit or in connection with the use of the public right-of-way by the APPLICANT as a result of the issuance of said permit, as now appearing or as may appear at any time in the future, including but not limited to personal injury and/or property damage.

4. The APPLICANT shall provide the CITY with evidence of a commercial general liability insurance policy covering bodily injury, death and property damage with a limit of not less than \$1,000,000.00 for each occurrence and a \$2,000,000.00 annual aggregate in connection with the above described activity, installation, maintenance, and use of the above described structure in the public right-of-way. Such insurance policy shall be issued by a company authorized to conduct business and to provide insurance in the State of Florida and which is acceptable to the City of Sarasota. The insurance policy shall also provide: (a) that the City of Sarasota is named as an additional insured; (b) for severability of interest; and (c) thirty (30) days prior written notice from the insurance company to the City of Sarasota of any proposed termination, cancellation or material change in the insurance coverage or limits. The insurance coverage required herein shall be primary to any insurance carried by the City of Sarasota or any self-insurance of the City of Sarasota. The insurance coverage and limits required herein shall be evidenced by a properly executed certificate of insurance on a form or on forms furnished or required by the City of Sarasota. The Applicant or its successor in interest shall maintain said insurance and provide the City of Sarasota with evidence thereof as a condition precedent to the erection of the above described structure in the public right-of-way and thereafter for so long as the structure continues to exist. This policy must not exclude explosion and collapse coverage.
5. All Contractors, and its subcontractors of every tier, are required to secure and maintain Workers Compensation Insurance as required by statute throughout the installation of the above described structure in the public right of way.
6. The APPLICANT shall repair any damage caused to the public right-of-way arising from the APPLICANT's use of the public right-of-way pursuant to the permit.
7. The APPLICANT shall have a continuing duty and obligation to maintain the improvements in good repair. In the event the improvements are not maintained in good repair, the CITY shall provide notice thereof to the property owner who shall then take prompt necessary action to affect repairs. In the event APPLICANT or successor fails to promptly repair, or in the event the conditions of the improvements are a danger to public safety, then the CITY shall affect repairs at the cost of the APPLICANT or successor in interest.
8. The APPLICANT agrees that should the CITY, acting through its designated Official, determine that the subject right of way is needed for right of way purposes the above described structure will be removed at the expense of the APPLICANT's or its successor in interest.
9. This AGREEMENT shall constitute a covenant running with the land and be binding on all successors and assigns in title to the property receiving benefit of the permitted activity.

IN WITNESS WHEREOF, the APPLICANT has executed this Agreement as of the date set forth above.

WITNESSES:

APPLICANT:

\_\_\_\_\_  
(Print/ Type Name)

\_\_\_\_\_  
(Name of Applicant If an Organization)

\_\_\_\_\_  
(Print/ Type Name)

\_\_\_\_\_  
(Print / Type Name)

\_\_\_\_\_  
(Title- If Applicable)

**STATE OF FLORIDA:  
COUNTY OF SARASOTA:**

**THE FOREGOING INSTRUMENT** was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_, by \_\_\_\_\_ of \_\_\_\_\_ whom is \_\_\_\_\_ personally known to me or \_\_\_\_\_ who provided identification.

(AFFIX NOTARY SEAL OR STAMP)

Name: \_\_\_\_\_  
(Print or Type Name)  
Notary Public, State of Florida  
Serial No. \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

APPROVED AS TO FORM:

*John K. Shamsey*  
City Attorney

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