



# City of Grand Rapids

## Special Event Valet Location Checklist

### PRELIMINARY INFORMATION

- Applications must be submitted at least seven (7) days prior to the scheduled event date.
- Special Event pick-up and drop-off locations should be based in existing loading zones when possible.
- Special Event licenses will only be issued for verified events.

### CHECKLIST

<input type="checkbox"/>	Completed Special Event Location application (part I and part II).
<input type="checkbox"/>	A copy of the Event Schedule.
<input type="checkbox"/>	Copy of a contract with a licensed Valet Company.
<input type="checkbox"/>	A completed valet parking plan form with a mapped parking plan meeting all requirements outlined in Sec. 7.596 of Chapter 113
<input type="checkbox"/>	Non-refundable <a href="#">application fee</a> .
<input type="checkbox"/>	If meters need to be hooded for the Drop-off and Pick-up location designated in the parking plan, applicants must contact <a href="#">Parking Services</a> directly.
<input type="checkbox"/>	License must be prominently displayed at the valet podium during service.

\*Rules and regulations associated with Valet Operations can be found in [Chapter 113](#) of the Grand Rapids City Code entitled “Valet Parking.”

\*\*General Licensing Regulations can be found in [Chapter 91](#) of the Grand Rapids City Code entitled “Licensing and Regulation Generally.”