



CITY OF HIGHWOOD  
17 HIGHWOOD AVE  
HIGHWOOD, IL 60040  
Phone 847.432.1924 / Fax 847.432.0735  
www.cityofhighwood.org

## Valet Parking Operation Permit Application

Pursuant to City of Highwood Ordinance 2006-0-24

Permit valid from July 1 -June 30

Permit Fee: \$500.00

Violation Escrow Required: \$200.00

Name of Valet Parking Operator: \_\_\_\_\_

Operator Owner/Manager Name: \_\_\_\_\_

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

Operator Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Name of Highwood Business Establishment: \_\_\_\_\_

Business Owner/Manager Name: \_\_\_\_\_

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

Business Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

### REQUIRED ATTACHMENTS

1. Valet Parking Plan. Valet parking services shall only be conducted in areas shown on an approved Valet Parking Plan including the location(s) where vehicles will be temporarily stored and the location of all Transfer Zones. A Valet Parking Plan consists of the following: 1) A site map showing the buildings, parking lot layouts, streets and fire hydrants within one-hundred and fifty (150) feet of the Transfer Zone; 2) The location of all valet parking spaces; 3) The location of the Transfer Zones; 4) The location and pictures or drawings of signs to be used during valet parking operations; 5) Valet parking location, circulation routes and patterns; 6) The time of valet parking operations; 7) The number of parking spaces to be used for valet parking; 8) The parking and vehicle movement pattern at the parking area; and 9) Number of valet employees used.
2. Copies of any leases or other written agreements pursuant to which a business or operator is authorized to use real property that it does not own for the temporary storage of customer vehicles.
3. If a valet parking operation will be performed for the business by a separate operator, a fully executed contract between the business and the operator.
4. Proof of insurance and an indemnification and waiver agreement (see attached).



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**Valet Parking Operation Permit Application**  
 Pursuant to City of Highwood Ordinance 2006-0-11 and 2006-0- 24

**Proof of Insurance / Indemnification and Waiver Agreement Requirements**

Valet Parking Operator's Insurance Company Name: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Amount of Coverage: \_\_\_\_\_

Effective Dates of Policy: \_\_\_\_\_

Applicant must provide proof of operator's insurance for protection from:

1. Claims under the Workers' Compensation Act;
2. Claims for bodily injury, including personal injury and death, sickness or disease or death of any and all employees or of any person other than such employees; and
3. Claims or damages because of injury to or destruction of property, including loss of use resulting therefrom which may arise from the valet parking operation in the following specified amounts:

<b>Type of Insurance</b>	<b>Limits</b>
Workers' Compensation	Statutory Limits
Liability Insurance for valet services which includes automobile transport and storage, as well as general liability	\$1,000,000.00
The operator shall name the City of Highwood as an additional named insured under the above liability and umbrella policies, which shall provide that no policy nor any part thereof may be terminated or modified, except upon thirty (30) days prior written notice to the City of Highwood.	
The Valet operator shall provide the City of Highwood with a proof insurance certificate, at its sole expense, at all times any valet parking operation is being conducted and at all times any valet parking permit in effect.	

No valet parking operation permit shall be issued without an indemnification and waive agreement signed by the applicant, promising to hold harmless and to defend the City of Highwood or any of its agents, officials, and employees from and against any property damage, personal injury or death that may result from granting the permit or from the valet parking operation.



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## INDEMNIFICATION AND INSURANCE AGREEMENT

Pursuant to City of Highwood Ordinance 2006-0-11 and 2006-O-24

WHEREAS, from time to time, the City of Highwood may issue various permits for valet parking operations where such operations take place on public streets or public property which is owned or maintained by the CITY OF IDGHWOOD; and

WHEREAS, concerns have been expressed regarding the liability of the City for damages arising from said valet parking operations when a permit is granted; and

WHEREAS, the burden for any liability arising from such valet parking operations should belong solely to the applicant and its successors and assigns;

NOW THEREFORE, in consideration of the above recitals and other good and valuable consideration the receipt of which is hereby acknowledged by the undersigned,

IT IS HEREBY AGREED as follows:

1. The undersigned hereby agrees that the undersigned, individually, and any firm, partnership, corporation, entity or otherwise which is the owner of the subject premises or lawfully occupies the subject premises through a lease or otherwise hereby agrees to indemnify and hold harmless the CITY OF HIGHWOOD or any of its agents, officials and employees from and against any property damage, personal injury or death including but not limited to attorney's fees in the defense of any action arising out of the valet parking operation for which is permit is issued by the CITY OF HIGHWOOD. The premises is identified as follows: (Insert Name of Business and Common Address)
2. The undersigned agrees that prior to the commencement of his/her valet parking operation pursuant to any permit the undersigned shall provide a Certificate of Insurance in a form and in an amount as specified by Highwood Ordinance 2006-0-11 and 2006-0-24, insuring the CITY OF HIGHWOOD from any and all liability arising out of the valet parking operation aforesaid. Such Certificate of Insurance shall indicate the CITY OF HIGHWOOD is an additional insured. The Certificate of Insurance shall continue in full force and effect so long as the valet parking operation for which the permit is issued continues in existence. The Certificate of insurance shall provide that the CITY OF HIGHWOOD shall be given renewal Certificates of Insurance and notification of cancellation at least thirty (30) days prior to the expiration of the insurance.

\_\_\_\_\_  
Signature

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
(Month) (Year)

The signatory stands individually and personally as a guarantor of the obligation of any firm, corporation or entity to which a Permit is issued.