

**VALET PARKING QUESTIONNAIRE**  
 (Complete for each location)

Business Trade Name \_\_\_\_\_

1. Name of the business for which you provide valet service: \_\_\_\_\_  
 Address of the business for which you provide valet service: \_\_\_\_\_  
 What type of establishment are you parking for?  Restaurant  Bar  Club  Resort  Other \_\_\_\_\_
2. What days of the week and hours of the day do you provide valet service? \_\_\_\_\_
3. Do you park customer's cars on the street? . . . . .  Yes  No
4. Is the parking lot on their premises? . . . . .  Yes  No  
 If any parking is **not on premises**, answer the following questions
  - a. What is the **parking lot address**?  
 Main Lot: \_\_\_\_\_  
 Overflow Lot: \_\_\_\_\_
  - b. Do you drive customer's cars on or across a street to get to the lot? . . . .  Yes  No  
 If Yes: is the street more than 2 lanes wide? . . . . .  Yes  No  
 is the distance **driven** in either direction more than 500 ft **from the podium**?  Yes  No
5. How many spaces are reserved for valet parking? \_\_\_\_\_
6. Is self-parking permitted? . . . . .  Yes  No  
 If Yes, is self-parking in an area separated from valet parking? . . . . .  Yes  No
7. Do you use at least a 3 part ticket (customer, dashboard, with the keys?) . . . . .  Yes  No
8. Where do you keep the customer's keys? \_\_\_\_\_
9. Do you refuse to give an obviously intoxicated customer his/her car keys? . . . . .  Yes  No  
 If "Yes", do you suggest or provide alternate transportation? . . . . .  Yes  No
10. Is the lot manned by an attendant when open? . . . . .  Yes  No  
 If "No," is the lot fenced and gated for controlled access? . . . . .  Yes  No
11. Are you required to provide premises security for other than Valet operations? ...  Yes  No  
 If yes, describe security ops: \_\_\_\_\_
12. Do you provide valet service for special events [**not** at scheduled location(s)]? . . . . .  Yes  No  
 If "Yes," **describe types of events and their parking locations:** \_\_\_\_\_  
 Please Note: Events must be reported to your agent for pre-approval with a completed Valet Questionnaire.
13. How do you recruit, screen and train your valets? Explain in detail: \_\_\_\_\_  
 \_\_\_\_\_
14. What is the actual cost of labor (hourly, contract and tips)? \$ \_\_\_\_\_

\* Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, may be committing a fraudulent insurance act, and may be subject to a civil penalty or fine.  
 \* Not applicable in all states

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_