



APPLICATION FOR VALET PARKING LICENSE

Department of Engineering and Public Works

1200 Wilmette Ave

847-853-7660

eng@wilmette.com

License Fee: \$100.00

Date: _____

Company Name of the Valet Operator (License Holder) _____

Name of Owner/Manager for Valet Operator _____

Valet Operator Business Address _____

City/State/Zip _____

Telephone Numbers Business _____ Owner/Manager Cell _____

Email Address of Valet Operator Owner/Manager _____

State of Illinois Taxpayer ID for Valet Operator _____

Wilmette Business License Number for Valet Operator _____

Name of Business Establishment Served _____

Address of Business Establishment Served _____

Name of Local Manager for the Business Served _____

Telephone Numbers of Business Served Business _____ Owner/Manager Cell _____

Email Address of Local Manager for Business Served _____

Is the License Holder the owner of the business establishment served? YES_____, NO_____
If no, you must obtain written consent of the business. Please complete the attached form and submit with this application.

A copy of the Valet Parking regulations, [Article X \(Chapter 24\)](#) of the Wilmette Village Code, is attached to this application. Please read carefully.

Please submit the following information in addition to this application:

1. A narrative description of the business utilizing valet parking services. Identify where vehicles will be picked up (i.e., front door of business, curbs, etc.), where vehicles will be parked, hours of operation for the valet parking service, proposed signage, number of valet parking attendants and any other pertinent information.

2. Written consent from the owner of the business establishment served, per the attached form, if necessary.

3. Written consent from all private property owners where vehicles may be parked by valet service parking attendants. (This requirement does not apply to Village owned/operated parking lots.)

4. A certificate of comprehensive general liability insurance meeting the following requirements:

(a) Workers' compensation insurance with statutory limits as required by state law;

(b) Commercial general liability insurance with limits not less than \$1,000,000.00 each occurrence combined single limit bodily injury and property damage, including contractual liability, personal injury, broad form property damage, products and completed operations coverage. Coverage may be combined with the business automobile coverage.

(c) Business automobile liability insurance with limits not less than \$1,000,000.00 each accident combined single limit bodily injury and property damage, including owned, non-owned and hired auto coverage, as applicable. Coverage may be combined with the comprehensive general liability coverage.

(d) Garagekeepers' legal liability insurance with limits not less than \$500,000 each occurrence, including coverage for fire and explosion, theft of the entire vehicle, riot, civil commotion, malicious mischief and vandalism, collision or upset.

(e) Commercial general liability, business automobile liability and garagekeepers' legal liability insurance policies shall be endorsed to provide the following:

(1) Name as additional insureds the member, its officials, employees, volunteers and agents.

(2) Provide additional insured endorsements confirming that such policies provide primary and non-contributory insurance to any other insurance available to the additional insureds, with respect to any claims arising out of activities conducted under the license, and that insurance applies separately to each insured against whom claim is made or suit is brought.

All policies shall be endorsed to provide that thirty (30) days advance written notice to the member of any change, cancellation, nonrenewal or reduction in coverage with the member named as Cancellation Notice Recipient. Certificates of insurance and endorsements, satisfactory to the member, evidencing all coverage above shall be furnished to the member prior to issuance of a license or renewal of a license.

The certificate shall name the Village of Wilmette as additionally insured and shall provide that such insurance shall not be canceled or otherwise terminated without written notice to the Village not less than 30 days in advance of such cancellation or termination.

PLEASE NOTE: Each license issued shall be issued for a period expiring one year from the date of issuance.

Applicant signature _____

Applicant printed name _____

Date _____

This application must be in complete form before it will be accepted by the Village.



BUSINESS CONSENT FORM FOR VALET PARKING

Date of Consent: _____/_____/_____

Business Owner: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____

E-mail Address: _____

I have given consent to allow valet parking services at the above address.

Licensee agrees to abide by all local, State and Federal laws.

Business Owner Signature

Date

Printed Name: _____

ARTICLE X. - VALET PARKING SERVICES

Sec. 24-307. - Place where permitted/license required.

- (a) Valet parking services shall be permitted only in Downtown Wilmette. Valet parking services shall be accessory to a lawful business located in Downtown Wilmette, which business is operating at the premises where the valet parking services are provided.
- (b) It shall be unlawful for any person to offer or provide valet parking services in the village without a valid Valet Parking License issued in accordance with this section.

(Code 1993, § 5-10.1; Ord. No. 2016-O-31, 6-28-2016)

Sec. 24-308. - Application for license.

- (a) An application for a Valet Parking License shall be filed with the village by the valet parking operator or business on a form supplied by the village and shall include:
 - (1) The valet parking operator's company name and license holder, address, and telephone numbers.
 - (2) The valet parking operator's state tax payer ID.
 - (3) The valet parking operator's village business license number.
 - (4) For the business to be served, the business name, address and telephone numbers, and the name of the local manager for the business.
 - (5) Narrative description of the valet parking services proposed including the size and location of the designated valet loading zone, where vehicles will be parked, hours of operation for the valet parking services, proposed signage, number of valet parking attendants and any other pertinent information.
 - (6) Copies of any leases or other written agreements pursuant to which a business or valet parking operator is authorized to use real property which it does not own for the temporary storage of customers' vehicles.
 - (7) If a valet parking services will be performed for a business by a separate valet parking operator, a copy of a fully executed contract between the business and the valet parking operator.
 - (8) The applicant shall meet the following insurance requirements throughout the term of any license issued under this article:
 - a. Workers compensation insurance with statutory limits as required by state law.
 - b. Commercial general liability insurance with limits not less than \$1,000,000.00 each occurrence combined single limit bodily injury and property damage, including contractual liability, personal injury, broad form property damage, products and completed operations coverage. Coverage may be combined with the business automobile coverage.
 - c. Business automobile liability insurance with limits not less than \$1,000,000.00 each accident combined single limit bodily injury and property damage, including owned, non-owned and hired auto coverage, as applicable. Coverage may be combined with the comprehensive general liability coverage.
 - d. Garagekeepers' legal liability insurance with limits not less than \$500,000.00 each occurrence, including coverage for fire and explosion, theft of the entire vehicle, riot, civil commotion, malicious mischief and vandalism, collision or upset.
 - e. Commercial general liability, business automobile liability and garagekeepers' legal liability insurance policies shall be endorsed to provide the following:
 1. Name as additional insureds the member, its officials, employees, volunteers and agents.
 2. Provide additional insured endorsements confirming that such policies provide primary and non-contributory insurance to any other insurance available to the additional insureds, with respect to any claims arising out of activities conducted under the license, and that insurance applies separately to each insured against whom claim is made or suit is brought.
- All policies shall be endorsed to provide that 30 days' advance written notice to the member of any change, cancellation, nonrenewal or reduction in coverage with the member named as cancellation notice recipient. Certificates of insurance and endorsements, satisfactory to the member, evidencing all coverage above shall be furnished to the member prior to issuance of a license or renewal of a license.
- (9) In addition to the foregoing information, such application shall contain additional information as the village may require.
 - (b) No Valet Parking License shall be issued to an applicant whose license issued under this article has been revoked for cause; or to an

applicant who does not have the consent of the owner of the business to which the valet parking services will be accessory, if such owner is different from the applicant; or for premises which are not owned or leased by such owner, which lease is for the full period for which the license is to be issued; or for premises located in a zoning district in which valet parking services are not an authorized use.

- (c) Each valet parking operator licensed under this article shall maintain its qualifications for licensure in full force and effect during the term of its license.

(Code 1993, § 5-10.2; Ord. No. 2016-O-31, 6-28-2016)

Sec. 24-309. - Issuance of license.

- (a) Upon proper application and payment of the license fee, the Village Engineer or his designee may issue the license. Such license may contain conditions and limitations as are necessary to promote safe and sound passenger loading and unloading, vehicle transfer, and traffic movement, as may be determined by the village. The village may require loading zones to be shared by one or more valet parking operators.
- (b) License fees. The annual fee for a license required by this section shall be as established in the annual fee ordinance. The village may establish additional fees for valet parking operators who provide services at more than one location. The license fee shall be paid at the time of application. The fee for the license shall be nonrefundable and there shall be no prorating of fees if a license is revoked or suspended.
- (c) Term of license. An Operator's License under this section shall be valid for one year from the date of issuance.

(Code 1993, § 5-10.3; Ord. No. 2016-O-31, 6-28-2016)

Sec. 24-310. - Conditions of license.

- (a) *Location restrictions.* A license issued under this section shall license the operations of a valet parking service only at the premises described in the application and license. Such location may be changed only upon review and approval of the Village Engineer and with the issuance of an amended license to cover such additional or changed locations.
- (b) *Transfer restrictions.* A license issued under this article is not transferrable.
- (c) *Valet loading zones.* Any valet loading zone shall be subject to approval by the Village Engineer, or his designee, and shall be specified on the license application for each location where valet parking services are provided. Loading and unloading shall be conducted as follows:
- (1) All such loading shall take place in a driveway or private parking lot; or in the approved, authorized valet loading zone on a public way.
 - (2) If on a public way, the valet parking loading zone shall be the on the street immediately adjacent to the curb, or in such other safe location as designated in the Valet Parking License.
 - (3) The loading and unloading operation shall not obstruct traffic at any time.
 - (4) All vehicles accepted for valet parking shall be immediately removed from the valet loading zone to the storage area specified in the Valet Parking License.
 - (5) The Village Engineer, or his designee, may, in his sole discretion, eliminate or relocate a valet loading zone at any time if it is determined that the valet loading zone has increased traffic congestion or hazards in the public way, or otherwise has impaired the public health, safety or welfare.

(Code 1993, § 5-10.4; Ord. No. 2016-O-31, 6-28-2016)

Sec. 24-311. - Specified storage areas for valet parking operations.

- (a) A business or valet parking operator may temporarily store customers' motor vehicles on private nonresidential property only pursuant to a written agreement.
- (b) No vehicle shall be parked by a valet parking operator on any public street.
- (c) Valet parking operators may temporarily store customers' motor vehicles in municipal parking lots in Downtown Wilmette, provided parked vehicles do not exceed the posted time restrictions.

(Code 1993, § 5-10.5; Ord. No. 2016-O-31, 6-28-2016)

Sec. 24-312. - Signage.

- (a) Except as otherwise provided in this section, all signage shall comply with the village's sign regulations. One, two-sided, folding sandwich sign may be placed on public property at each valet loading zone for the purpose of alerting drivers and village code enforcement personnel about the service and the location of the valet loading zone. Each such sign shall contain:
- (1) The name of the business to which the service is accessory;
 - (2) The words "valet parking"; and
 - (3) The cost, if any, for the service. Such sign shall be temporary and shall be free-standing and not affixed to any tree, pole or other structure.
- (b) Such sign may be located on the public sidewalk at the curb line or within the designated loading zone space, but no further than three feet from the curb.

(Code 1993, § 5-10.6; Ord. No. 2016-O-31, 6-28-2016)

Sec. 24-313. - General prohibitions and penalties.

- (a) No person may park any vehicle in any manner which violates the provisions of this chapter or any other duly adopted parking regulation.
- (b) In conducting a valet parking operation:
- (1) No person may obstruct the normal flow of traffic or block or occupy a no parking zone;
 - (2) No person shall provide valet parking at a location not authorized by the village;
 - (3) No person shall park the customers' vehicles on a public street or other unauthorized parking zone;
 - (4) No person shall place signs, cones, or any other object in a traffic lane that would obstruct traffic or hinder movement;
 - (5) No person shall allow vehicles to remain in the authorized valet loading zone longer than 15 minutes; and
 - (6) No person shall violate any state law or local ordinance.
- (c) Penalties. A license issued under this section may be suspended or revoked for failure to comply with any provision of this Code. Suspension or revocation proceedings shall be conducted in accord with the procedure set forth in section 24-2(j). In addition, violations of this section are punishable by fine or injunction as provided in article VII of this chapter.

(Code 1993, § 5-10.7; Ord. No. 2016-O-31, 6-28-2016)

Secs. 24-314—24-344. - Reserved.