



**Parking Management Division**  
**Administration & Regulatory Affairs Department**  
2020 McKinney, Houston, TX 77003  
832.393.8690 Phone  
832.393.8646 Fax  
parking@houstontx.gov  
Monday - Friday 8am – 5pm

## Special Event Valet Parking

Per City Ordinance, Sec. 26-450 any establishment wishing to use the public streets for valet pick-up/drop-off of vehicles for special events located outside the Central Business District must notify the City no later than 48 hours before a special event. Please complete the form below and submit to City of Houston Parking Management at [parking@houstontx.gov](mailto:parking@houstontx.gov) or fax to 832-393-8646.

Valet Parking  
Operator Name: \_\_\_\_\_ Permit #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Establishment: \_\_\_\_\_

Special Event  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day of Operation: \_\_\_\_\_

Time of operation FROM: \_\_\_\_\_ AM PM TO: \_\_\_\_\_ AM PM  
Circle One Circle One

Street name and  
blocks where vehicles  
will be stored and a  
description of the  
roadway used for the  
drop off/pick up zone:  
\_\_\_\_\_  
\_\_\_\_\_

Use back of form if  
you require additional  
space.  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date