



## Valet Parking Service Request Form

1. Name, address, contact data for client organization:  
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\_\_\_\_\_  
\_\_\_\_\_
2. What is your most critical concern/issue related to valet parking at your organization?  
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\_\_\_\_\_  
\_\_\_\_\_
3. Are you currently out sourcing your valet parking services? If so, what is the name of the company that is providing the services and how many years have they been working for you?  
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\_\_\_\_\_
4. What aspects do you like about your current valet parking provider's services?  
\_\_\_\_\_
5. What aspects do you not like about your current valet parking provider's services?  
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6. If you are using in-house staff for the valet operations, how many valets do you employ and how do you handle training the valets?  
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\_\_\_\_\_
7. What days and hours do you require valet parking services?  
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8. What are the business insurance requirements for your valet parking provider?  
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\_\_\_\_\_
9. Please provide the name, title and contact data for the person that is responsible for managing the valet parking services contract?  
\_\_\_\_\_  
\_\_\_\_\_
10. Does this person need approval of a supervisor or Board to initiate or terminate a valet parking service contract? Yes\_\_\_ No\_\_\_

Valet Parking Service Request Form – please fill it out and return a copy by e-mail to [Joey@5starnaples.com](mailto:Joey@5starnaples.com) or fax it to us at 239-331-7337. We will review your responses and call you to schedule a meeting to discuss your specific valet parking requirements. Based on your input, we will prepare a comprehensive, site specific, program proposal that describes our customized approach to your valet parking needs. The proposal will also define the scope and cost of our services and serve as the basis of our contractual relationship.