

APPLICATION FOR PARKING METER/SPACE RESERVATION

Company Name: _____
Event Name: _____
Company Address: _____
City, State Zip _____
Business Phone: _____
Fax: _____
Email: _____



Brief explanation for rental: _____

Beginning Date: _____
Beginning Time: _____
Ending Date: _____
Ending Time: _____

(Reported time should include the setup and street closure time, and not the time of the actual event)

Parking meter/lot location: _____
(block number & street name)

Parking meter number (each meter has a 1" silver tab with identification number/letters):

In an effort to minimize the impact on area businesses meters listed above need to be occupied by said company within 24 hours of beginning date. Failure to occupy meters within 24 hours could result in hoods being removed temporarily.

Contact Person: _____
Telephone number: _____
Fax: _____
Email: _____

Tax Exempt: Yes or No ID # _____
(If yes, supply copy of tax exempt cert.)



PAYMENT IS DUE PRIOR TO EVENT

Completed application can be faxed to: 214-754-4927. **A 48 HOUR NOTICE MUST BE GIVEN FOR ALL REQUEST.** For additional information please call 214-754-4784.

Fee Structure for **Meter Hooding:**

- One time \$55 administration fee
- \$1 labor fee for each meter
- 70% of potential revenue from requested meter
(number of meters requested X meter rate per hour X number of days X number of effective hours)
- There is a \$50 hooding / unhooding fee for any event taking place on a Saturday, Sunday or Holiday and on applications received after 1:00 p.m.

Fee Structure for **Temporary Meter Removal:**

- One time \$55 administration fee
- \$69 labor fee for each meter
- 70% of potential revenue from requested meter
(number of meters requested X meter rate per hour X number of days X number of effective hours)

Fee Structure for **Parking Lot Reservation:**

- One time \$55 administration fee
- Revenue loss from requested lot (number of spaces requested X lot rate X number of days)