



**ParkHouston**  
**Administration & Regulatory Affairs Department**

2500 Fannin, Houston, TX 77002  
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 residence 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 ParkHouston 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: \_\_\_\_\_

Residence: \_\_\_\_\_

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 \_\_\_\_\_