

**VALET SPECIAL EVENT QUESTIONNAIRE**  
 (Complete for Special Event)

Named Insured \_\_\_\_\_ Policy Number \_\_\_\_\_

1. Nature of the Special Event: \_\_\_\_\_
  - a. Address of Special Event for which you will provide valet service: \_\_\_\_\_
  - b. Date(s) of event \_\_\_\_\_
  - c. Duration of event:  1 day (up to 12 hours)  2 days  3 days  
 More than 3 days, specify duration: \_\_\_\_\_
  
2. What type of venue is this location?  Restaurant  Bar  Country Club  Church  Other \_\_\_\_\_  
 If "Other" is this a private residence? .....  Yes  No  
 If yes, is there any street parking? .....  Yes  No  
 If yes, provide details: \_\_\_\_\_
  
3. For Events not at a private residence, is the parking lot on premises? .....  Yes  No
  
4. If any parking is **not on premises**, answer the following questions:
  - a. What is the parking lot address? \_\_\_\_\_
  - b. Will you drive customer's cars on or across a street to get to the lot? .....  Yes  No  
 If yes:
    - 1) Is the street more than 2 lanes wide? .....  Yes  No
    - 2) Is the distance driven in either direction over 500 ft **from the podium**?  Yes  No
  - c. Will you park customer's cars on the street? .....  Yes  No  
 If yes, provide details: \_\_\_\_\_
  
5. How many spaces are reserved for valet parking for this Event? \_\_\_\_\_
  
6. Garagekeepers Legal Liability Limits required for this event (Deductible is the same as currently on policy):  
 \$250,000  \$500,000  \$750,000  \$1,000,000  Over \$1,000,000
  
7. Is self-parking permitted? .....  Yes  No  
 If yes, is self-parking in an area separated from valet parking? .....  Yes  No
  
8. Where will you keep the customer's keys? \_\_\_\_\_
  
9. Will you refuse to give an obviously intoxicated customer his/her car keys? .....  Yes  No  
 If yes, will you suggest or provide alternate transportation? .....  Yes  No
  
10. Will the lot be manned by an attendant when open? .....  Yes  No  
 If no, describe lot security: \_\_\_\_\_
  
11. Are you providing premises security for other than Valet operations? .....  Yes  No  
 If yes, describe security ops: \_\_\_\_\_
  
12. Will you be hiring additional employees for this event? .....  Yes  No  
 If yes, list names here and attach MVRs. \_\_\_\_\_