**Special Event Parking Form**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date of Request:** |      / |      / |       |  | Parking Garages/Lots Requested: |       |
|  |
| Requested By: |       |  |       |
| Company Name |  | Division |
|  |  |  |
|       |  |       |  |       |
| Contact Name |  | Phone Number |  | Email Address |
|  |
| Event Name: |       | # of Spaces Required: |       | Spaces |
|  |
| # of Attendees: |       | Attendees |
|  |
| Event Date(s): |       | Event Start Time |       |  | [ ]  a.m. |  | [ ]  p.m. |
|  |
| Event End Time: |       |  | [ ]  a.m. |  | [ ]  p.m. |

**LAWA Sponsored Event?** Yes [ ]  No [ ]

**Billing?** Yes [ ]  No [ ]

 *(if yes, credit card information must be provided prior to validator pickup)*

|  |
| --- |
| **If no, please provide justification for free parking:** |
|  |

|  |
| --- |
| **⮶ For LAWA Use Only ⮷** |
| Validation Machine # | ValidatorStarting # | ValidatorEnding # | Net Total Tickets(Ending – Starting) |
|  |  |  |  |
| **Estimated Value of****Parking Validations** | **$** | **Checked Out Date** / / | **Returned Date** / / |

**LAWA Executive Approval (AOEM DED):**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| *(print Name)* | *Signature* | *Title* | *Date* |

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|  |
| --- |
| *Credit Card Info.* |
| *Name on Card:* |  |  | *Type of Card:* ***VISA AMEX MC Other \_\_\_\_\_\_\_\_*** |
|  | *(print Name)* |  |  |
| *Card #* |  |  | *Exp.* |  |  | *#’s on back of card:* |  |