**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 # | Validator  Starting # | Validator  Ending # | 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:* |  |