



Valet Parking Operation- Master

Section 103.203

STEPS FOR OBTAINING A PERMIT

- 1. Submission:** Applications will not be accepted by mail. Please send your completed application documents by email to pcpermitapplications@lapd.online
- 2. Review:** Once received, an Investigator will review your application for completeness and reach out to schedule your in-person appointment.
- 3. Appointment:** During the appointment you will turn in the original application documents and complete the payment required for processing the permit with the Office of Finance.
- 4. Investigation:** The Investigator assigned to your case will complete the investigation and reach out to inform you of the final notice.

PLEASE NOTE

- This permit is required if you are planning on operating a valet business (recurring or special event in applicable areas) in the City. Additionally, the auto park you are planning on using must have an active auto park police permit.
- There is no fee for processing this application, but please remember to renew yearly.
- CID does not have a designated area for visitors. If you plan to park on the street, metered parking is limited to 1 hour. Plan ahead, and allow extra time to find a parking garage. Please be prepared for any unexpected delays or parking issues.
- Permits are not transferable. If you are moving locations or there is a change in ownership, you are required to re-apply.

If your application remains incomplete 30 days after submission, your case will be filed without further action, and you will NOT be allowed to continue with the process. You may resubmit at any point after you have made the necessary changes to your application.

You can find more information pertaining to this permit at: https://codelibrary.amlegal.com/codes/los_angeles/latest/lamc/0-0-0-229270#JD_103.203.



Valet Parking Operation - Master Section 103.203

Business Name: _____

Business Address: _____

Forms & Documents Needed To Complete Application		DONE	N/A
1	Business Information - Face Sheet Form		
2	Owners & Applicants Form (<i>Ownership should equal 100%. If not, explain in the space provided</i>)		
3	Personal Application Form (<i>Each owner must complete a personal application</i>) - DO NOT SIGN UNTIL INSTRUCTED BY INVESTIGATOR OR NOTARIZED		
4	Copy of the applicant's valid state Driver's License or state identification - <i>The address must match the applicant's information on the Personal Application</i> - <i>The CDL or CID shall not be expired</i>		
5	Completed Live Scan Form - <i>Only valid for 30 days from date on the live scan form, do not complete until instructed to do so by investigator</i> - <i>If residing in California, go to any Live Scan location: https://oag.ca.gov/fingerprints/locations?county=Los%20Angeles</i> - <i>If out-of-state, fingerprint cards are available. These require: 1. Check payable to California Department of Justice for \$32 per card and 2. Request for Exemption form per applicant card</i>		
6	Requirements for Applicants Applying Through an Aide - <i>Consultant teams will need a letter of authorization from the applicant to submit</i> - <i>If an employee of the applicant is submitting, use a Designation of Qualified Manager form (page 8)</i>		
7	Photo Requirements - <i>Company Uniform: must include the valet business name and the employee's full first and last name. If the uniform does not include the employee's full name, please submit a picture of the name tag</i> - <i>Claim ticket</i>		
8	Copy of Fictitious Name Statement (<i>not required if the legal name and DBA are the same</i>) - <i>Required for all applicants (whether sole proprietorship, partnership, LLC, corporation, etc.). Your business's DBA must be registered with the County of Los Angeles: https://www.lavote.gov/home/county-clerk</i>		
9	Entity Checklist - <i>Refer to page 3 to review which documents are applicable to your application</i>		
10	Copy of Municipal Code pertaining to Valet Police Permits (<i>For informational purposes only</i>)		



Valet Parking Operation - Master

Section 103.203

Business Name: _____

Business Address: _____

**** Your business must be registered in California to do business in this state.***

Additional Forms Needed To Complete Application Per Business Entity Type	Select Applicable
Sole Proprietorship - Fictitious Name Statement	
Partnership - A Partnership agreement naming all partners; or - Certificate of Limited Partnership for limited partners certified by the Secretary of State - Fictitious Name Statement	
Limited Liability Companies (LLC) - Articles of Organization - Operating Agreement (Identifying all members) - Fictitious Name Statement - All members must apply	
Corporation (C-Corp, S-Corp and Professional Corp) - Corporate Resolution or Meeting Minutes (Identifying officers & signed by Corporate Secretary) - Articles of Incorporation (Certified by the State of CA); if out of State, submit equivalent - Copy of Stock Certificates - Fictitious Name Statement - All officers and all persons owning a controlling interest in a non publicly traded corporation must apply	

****All forms detailed above must be submitted according to the business entity the applicant(s) is filing as. Any form or document not completed or provided at the time of submission will result in an incomplete application. Only complete applications will be accepted for processing by permit staff.***



Business Information - Face Sheet

A Face Sheet must be completed for each permit type for each location. For example, if a business needs a Massage Permit and a Bath permit, two Face Sheets must be completed.

For Police Commission Use Only - Do Not Write In This Section

Type of Permit: _____	VALET PARKING OPERATION -- MASTER
PC Account No: _____	
PC File No: _____	
Grant Date: _____	CID Staff Stamp Here
LAPD Area: _____	
RD No: _____ Council District No: _____	

Complete All Fields - Do Not Leave Anything Blank

Type of Business Entity: (Please check one)

Sole Proprietorship _____ Partnership _____ Limited Liability Company (LLC): _____

Corporation _____ Non-Profit _____ Other: _____

Entity Name: _____

Doing Business as (DBA): _____

Business Address: _____
(Must include: Apartment, Suite, Space, Unit numbers, etc.)

City: _____ Zip Code: _____

Mailing Address: _____
(If address is same as above, write "same")

City: _____ State: _____ Zip Code: _____

Contact Phone No: _____ Business Phone No: _____

Email of Business: _____



Owners and Applicants Form

This form must be completed for each owner or person(s) required to apply for the PC Permit, indicating the percentage of ownership for each applicant. The percentage of ownership should add up to 100%; if not, please explain in the space provided.

Doing Business as (DBA): _____

Name (All Required Applicants)	Title (President, CEO, CFO, Secretary, etc.)	Percent of Ownership
Total Percentage of Ownership		

If the percentage of ownership does not add up to 100%, explain below:



Personal Application

Per LAMC Chapter X, all owners and partners must complete the required forms. Providing incomplete or inaccurate information may delay or impede the processing of your application. False or misleading information on these forms may result in legal consequences.

Applicant Personal Information - Do Not Leave Anything Blank

Name of Applicant: _____

Home Address: _____
(Must include: Apartment, Suite, Space, Unit numbers, etc.)

City: _____ Zip Code: _____

Contact Phone No: _____ Business Phone No: _____

Email Address: _____

DOB: _____ Driver's License/ID: _____ State: _____

Gender: _____ Height: _____ Weight: _____ Hair Color: _____ Eye Color: _____

Applicant History - Do Not Leave Anything Blank

If married, will your spouse be involved with the business? Yes _____ No _____
(If you answered yes and are applying as a sole proprietor or partnership, your spouse must apply.)

Have you ever used any other names in the past? Yes _____ No _____

If yes, list other names used: _____

List previous permits held: _____

Have you ever been denied, suspended or revoked a Police Commission Permit? Yes _____ No _____

Have you ever been arrested for a crime resulting in a conviction? Yes _____ No _____

If you answered "YES," please provide details:

Date: _____ City: _____

Charge: _____ Disposition: _____

Details: _____

****Use additional pages if needed.***

READ CAREFULLY BEFORE SIGNING

I declare under the penalty of perjury and under the law of the State of California, all information contained on this Police Permit Application and any supplemental documents is true and correct. I understand that all information provided and statements made are subject to investigations and any false statements may be grounds for denial or revocation of permits issued by the Los Angeles Police Commission.

All applicants not present to sign must have this application form NOTARIZED. The notary shall stamp and sign this form or provide the proper Acknowledgement/Jurat. The document must be titled "Application for Police Permit" or it will not be accepted.



DO NOT SIGN UNTIL INSTRUCTED TO DO SO - Must be witnessed by a Deputy City Clerk or prepared by a Notary Public.

Applicant's Signature: _____ Date: _____

Print Name: _____

Witness Signature: _____ Print Name: _____ Date: _____

REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

*****FOLLOW INSTRUCTIONS BELOW*****

ORI: CA0194200 Type of Application: LICENSE CERT OR PERMIT
 Job Title or Type of License, Certification or Permit: *****-> POLICE COMMISSION PERMIT

Agency Address Set Contributing Agency: LAPD (CAPDLOS ANGELES) 14923 ← **LAPD has many codes. Use this.**
 Agency authorized to receive criminal history information Mail Code (five digit code assigned by DOJ)
700 E. TEMPLE ST. STE B22
 Street No. Street or P.O. Box Contact Name (Mandatory for all school submissions)
LOS ANGELES CA 91351 (213) 996-1210
 City State Zip Code Contact Telephone No.

*****ENTER INFORMATION FOR 1 – 11b*** Live Scan Operator: Be sure to enter all items.**

Name of Applicant: 1
 (please print) Last First MI
 Alias: 2 Driver's License No. 3
 Last First 5
 Date of Birth: 4 Sex: Male Female Misc. No. BIL- N/A
 Agency Billing Number
 Height: 6 Weight: 7 Misc No: _____
 Eye Color: 8 Hair Color: 9 Home Address: 11a
 Street or P.O. Box
 Place of Birth: 10 11b _____
 City, State and Zip Code
 SOC: *****DO NOT ENTER SOCIAL SECURITY*****

*****MAKE TWO COPIES. GO TO LIVE SCAN CENTER.*****

Your Number: TRC# Level of Service DOJ FBI
 OCA No. (Agency Identifying No.)
 If resubmission, list Original ATI No. _____

Employer: (Additional response for agencies specified by statute) *****DO NOT USE THIS SECTION*****
 Employer Name _____
 Street No. Street or P.O. Box Mail Code (five digit code assigned by DOJ)
 City State Zip Code () _____
 Agency Telephone No. (optional)

Live Scan Transaction Completed By: _____ Date: _____
 Name of Operator
 Transmitting Agency _____ ATI No. _____ Amount Collected/Billed

LAPD 02/2016

GIVE COPIES OF FORM:
 ORIGINAL-Live Scan Operator; SECOND COPY-SEND TO LAPD; THIRD COPY-Keep
 BCII 8016 (Rev 04/01)



Designation of Qualified Manager

(I/We) _____
Permit Holder's/Permit Applicant's Full Legal Name

Doing Business As _____, designate the following _____ person(s)
Business Name (Doing Business As) number

Full Legal Name of Qualified Manager State Identification Number

Full Legal Name of Qualified Manager State Identification Number

as my/our Designated Manager, to represent (me/us) before the Los Angeles (Commission), Los Angeles Police Department, or any office or department of the City of Los Angeles with respect to (all) my police permit(s).

Said Designated Manager is authorized to receive information about all accounts related to police permits held by me/us including permit applications, history, status, disciplinary action, fees, payments taxes, and other information used by the City to transact business on police permits. Said Designated Manager is authorized to transact business in connection with police permits, including opening and closing accounts, applying for permits, canceling permits, giving oral and written information, and to perform any act or thing whatsoever concerning police permits in every aspect as (I/we) could do were (I/we) personally present. The Designated Manager has the authority to legally and financially bind the permit holder.

This Designation of Qualified Manager revokes all earlier Designation of Qualified Manager forms and shall be in full force and effect until written revocation is received by the Commission or until a new form is requested by the Commission and executed by me/us.

The undersigned permit holder(s)/applicant(s) further certifies that this Designation of Qualified Manager was completely filled in at the time of this execution.

I read, write, and understand English, or I have had the permit process and all documents, including this Designation of Qualified Manager form sufficiently explained to me.

Signed this _____ day of _____
Day Month Year Master Account Number

This form MUST BE NOTARIZED.

Permit Holder's/Applicant's Full Legal Name—Printed or Typed

The NOTARY FORM MUST STATE THE TITLE OF THIS DOCUMENT AS "Designation of Qualified Manager" or the form will not be accepted. Notary, see additional instructions below.

Permit Holder's/Applicant's Signature(s)

Notary must complete the information below:

Notary's street address: _____

Notary's city, state, and zip code: _____

Notary Public's Phone #: _____

Notary Public's email address (optional): _____

After receipt and review of the completed form, this Designation of Qualified Manager will be applied to all permit holder accounts. This form is to be utilized for the establishing of the Qualified Manager only, and the Qualified Manager is responsible for contacting the City to request any information or complete any transaction.

The following is an excerpt of the Los Angeles
Municipal Code outlining the City law regarding
Valet Parking Operations police permits.

Section 103. 203 Valet Parking

SEC. 103.203. VALET PARKING.

(Added by Ord. No. 182,742, Eff. 11/14/13.)

(a) Definitions. (Amended by Ord. No. 186,443, Eff. 12/27/19.)

1. **"Master Valet Parking Operator Permit"** shall mean a permit that is issued to any person engaged in the business of Valet Parking at more than one location.
2. **"Permittee"** shall mean any person permitted by the City of Los Angeles to operate a Valet Parking business that uses the public rights-of-way for pick-up, drop-off or movement of vehicles to be parked.
3. **"Person"** shall mean a natural person, firm, partnership, association, corporation or other entity.
4. **"Public Right-of-Way"** shall mean any area dedicated for public use as a public street, pedestrian way or other thoroughfare, including but not limited to, roadways, parkways, alleys, sidewalks, and pedestrian ways.
5. **"Valet Parking"** shall mean the receiving, taking possession of, driving, moving, parking or storing of any vehicle that is left at one location to be driven to another location for parking, whether or not a charge is imposed for the valet parking service.
6. **"Valet Parking Attendant"** shall mean any employee or agent of the Valet Parking Operator who receives, takes possession of or moves any vehicle, or who handles the keys to any vehicle left with the attendant for Valet Parking.
7. **"Valet Parking Operator"** shall mean any person engaged in the business of Valet Parking.
8. **"Valet Parking Residential Sensitive Zone"** shall mean an area of the City designated by the Board of Police Commissioners with specific geographic boundaries and additional rules and regulations imposed on Valet Parking Operators conducting Valet Parking within the zone.
9. **"Valet Parking Residential Sensitive Zone One-Day Permit"** shall mean an additional permit that is required by a Valet Parking Operator in order to conduct Valet Parking within the zone.

(b) Permit Required. (Amended by Ord. No. 184,734, Eff. 2/13/17.)

1. No person shall engage in, conduct, or carry on the business of Valet Parking where movement of vehicles is on or over any public right-of-way or public property without a written Valet Parking Operator permit from the Board and the payment of all permit fees required pursuant to Chapter X, Article 3, Division 3 of this Code. **(Amended by Ord. No. 186,443, Eff. 12/27/19.)**
2. A Valet Parking Residential Sensitive Zone One-Day Permit shall also be required for a Valet Parking Operator conducting Valet Parking within a Valet Parking Residential Sensitive Zone; directing a person to park a vehicle in the zone; or transporting a person parked in a zone to a location outside the zone. The Board of Police Commissioners through its Executive Director may issue a Valet Parking Residential Sensitive Zone One-Day Permit to a Valet Parking Operator after a determination by the Executive Director that Valet Parking will not adversely affect public safety or create a public nuisance. The Executive Director, after investigation and review, may recommend to the Board of Police Commissioners the designation of a Valet Parking Residential Sensitive Zone with specific geographic boundaries and rules and regulations to be imposed on Valet Parking Operators when conducting Valet Parking within the zone. **(Amended by Ord. No. 186,443, Eff. 12/27/19.)**
3. Upon express written permission of the Board through its Executive Director, the provisions of Subsection (b) shall not apply to a Valet Parking Operator when there is a temporary disruption due to construction activity that directly interferes with the valet parking operation. The Executive Director, on behalf of the Board, may grant this permission, upon application in writing and after review of the reasons for the variance. The Executive Director will grant a variance for such permit subject to all conditions of the variance granted.
4. Permittees that conduct, manage or operate multiple Valet Parking locations shall obtain a Master Valet Parking Operator permit.
 - (i) The Master Valet Parking Operator permit application shall comply with the requirements set forth in Section 103.02.1 and shall separately identify each location to which it applies. A Master Valet Parking Operator permit shall apply only to those locations specifically identified in the permit at the time it is issued.
 - (ii) Permittees that have obtained a Master Valet Parking Operator permit shall file applications for additional Valet Parking locations in person only at the main office of the Office of Finance. Applications for additional locations shall identify the location and the name of the Valet Parking Operator employee designated to manage, supervise or operate the location.
 - (iii) The Board may grant a temporary permit for an additional location on the same day the application for such location is submitted to the Office of Finance, provided the following conditions are met:
 - (a) A Master Valet Parking Operator permit is on file at the Office of Finance;

- (a) A Master Valet Parking Operator permit is on file at the Office of Finance;

- (b) A complete permit application for the additional location is on file with the Board;
- (c) All permit fees and taxes owed to the City have been paid to the Office of Finance; and
- (d) A preliminary investigation by the Board does not reveal information which would constitute grounds for denial.

(c) **Additional Application Requirements.** In addition to the requirements specified in Chapter X, Article 3, Division 3 of this Code, each applicant for a Valet Parking Operator permit shall furnish the following information with the application:

1. The name and location of the businesses to be served;
2. The seating capacity or other occupancy capacity of the businesses to be served;
3. A signed statement from the owners or managers of the businesses to be served requesting the services of the applicant. The applicant shall notify the Board within fifteen (15) days of any modification, transfer, amendment or termination of any agreement requesting the services of a Valet Parking Operator.
4. The hours of operation and the number of employees of the applicant who will be assigned to that location;
5. The name and location of the parking lot where vehicles will be parked or stored for the businesses served;
6. The name, location and telephone number of the employee or agent of the applicant who shall be available at all times during the hours of operation for that location;
7. The routes to be used between the passenger loading/unloading zone or other vehicle pickup point and the parking or storage location;
8. A copy of the written contract between the applicant and the operator of any parking facility designated as the parking or storage location. The applicant shall notify the Board within fifteen (15) days of any modification, transfer, amendment or termination of the contract;
9. A signed statement from the operator of any parking facility designated as the parking or storage location as to that facility's ability to accept the cars, the number of spaces to be reserved for the applicant's operations, and the total number of spaces in such parking facility. In cases where the parking facility is part of a building or premises devoted to other uses that require off-street parking, the statement shall also include information as to the number of parking spaces that were required by law to be provided in the parking facility to serve such other uses when said uses were established;
10. A copy of a valid Automobile Parking Lot permit issued under Los Angeles Municipal Code Section 103.202 to any parking facility designated as the parking or storage location, if applicable;
11. The location of any proposed Valet Parking signs and any proposed attendant stands;
12. Identify all Valet Parking equipment intended to be used during Valet Parking operations;
13. Proof that the applicant has insurance in force satisfying the requirements specified in subsection (d)16., below; and
14. Disclosure of all prior Valet Parking Operator permits issued to applicant by the City of Los Angeles.

(d) **Operating Requirements.**

1. **Operating in the Public Rights-of-Way.** The Permittee shall at no time, unless expressly authorized on the permit:
 - (i) Receive or take possession of (for the purpose of parking or temporary storage until the return of the same to the patron) a patron's vehicle upon any portion of the public right-of-way or other public property; or
 - (ii) Park and leave standing any patron's vehicle upon any portion of the public right-of-way or other public property (including any publicly owned off-street parking space); or
 - (iii) Use the public right-of-way for vehicle pickup and drop off locations; or
 - (iv) When use of the public right-of-way is permitted for Valet Parking purposes, the City may impose fees for the use of parking spaces and public streets:
 - a. **Use of Parking Meters.** The City may charge a parking meter usage fee for designated pickup and drop off valet parking locations on the public right-of-way, which fee shall be set from time to time by resolution of the City Council.

b. **Street Usage.** The City may charge a street usage fee for the use of city streets and properties by valet parking operations on the public right-of-way, which fee shall be set from time to time by resolution of the City Council.

2. **Claim Checks.** The Permittee shall issue a sequentially numbered claim check to each patron upon receipt of patron's vehicle for valet parking. The claim check shall explicitly state the terms and conditions under which the vehicle is being accepted.

3. **Pedestrian Walkways.** The Permittee shall ensure that pedestrian walkways are not blocked at any time during valet parking operations.

4. **Parking on Private Property.** The Permittee shall at no time allow any patron's vehicle to be parked upon private property without a signed statement of authorization by the owner or other person having legal control of such private property.

5. **Valet Parking Attendants.** The Permittee shall employ Valet Parking Attendants sufficient in number to park vehicles so that traffic on streets or sidewalks will not be impeded by the activities of the Permittee. The Permittee shall ensure that each person employed or acting as a Valet Parking Attendant has a valid permit issued by the Board.

6. **Locking of Vehicles.** The Permittee shall ensure that Valet Parking Attendants who park a vehicle lock the ignition and the vehicle, remove the key and place the key in a safe place. The Permittee shall ensure that Valet Parking Attendants do not place the key in or upon the vehicle that is parked.

7. **Sign Requirements.** Each Permittee shall maintain, at each location at which a patron surrenders his or her vehicle for parking, a sign plainly visible from the street with letters/numerals in contrasting colors, showing the Permittee's name, the address and telephone number of the business, the hours of operation, the police permit number and the valet parking fees, if any. If fees are charged, such fees also shall be stated as follows:

- (i) Rates per hour;
- (ii) Rates per fraction of an hour, if any;
- (iii) Rates for subsequent hours or fractions thereof; and
- (iv) The maximum charge.

All fractions of time must be spelled out in letters. Valet parking signs must not be less than 24 by 36 inches in size. The "Valet Parking" and the maximum charge portion of the sign must have a minimum lettering/numeral size of three inches per character.

8. **Rate Restrictions.** The Permittee shall not charge any higher rates for parking than those rates posted.

9. **Closing Time.** At closing time, the Permittee shall lock all vehicles that remain in its possession or custody, except those locked by the patron. Permittee shall deposit the vehicle keys with a responsible person at a safe and convenient place, to be delivered to the person who left the vehicle with Permittee upon surrender of the claim check, or otherwise upon proof that such person has the right to possess the vehicle, and payment of any applicable fees or charges.

10. **Parking Longer Than 48 Hours - Notice to Police.** The Permittee shall notify the police whenever a vehicle has been left in its possession or custody for a period in excess of forty-eight (48) hours without a prior contractual arrangement for such period of time in order to determine whether the vehicle is stolen or abandoned.

11. **Employee Identification, Uniforms and Safety Equipment.** The Permittee shall ensure that all employees who drive a patron's vehicle or who handle a patron's vehicle keys have a current and valid California driver's license and wear a standard uniform that conspicuously identifies the employee by his or her full name and the name of the Valet Parking business. The Permittee shall ensure that all employees who receive, take possession of, or move a patron's vehicle upon any portion of the public right-of-way wear high-visibility safety vests.

12. **Employee Background.** The Permittee shall not allow any employee who has been convicted within the previous seven (7) years of a felony or any offense involving violence, dishonesty, automobile theft, automobile vandalism, reckless driving or driving under the influence of drugs or alcohol to drive a patron's vehicle or handle a patron's vehicle keys.

13. **Records.** Every Permittee shall maintain:

- (i) A continuously updated list of the names and residence addresses of its employees who perform Valet Parking. Such list shall be maintained at the business address listed on the permit application and shall be produced on demand of any peace officer.
- (ii) All financial records related to the Valet Parking operation for a minimum of three years and shall make them available to the Office of Finance for inspection at any time during the Permittee's hours of operation.

14. **Valet Parking Equipment.** Attendant stands and other equipment may be placed on the sidewalk in the public right-of-way during Valet Parking operations, as approved by the Board.

15. **Traffic Safety.** The Permittee shall ensure that Valet Parking operation at no time interferes with the normal flow of vehicle traffic on the public right-of-way. No vehicle queuing is allowed on the public right-of-way at any time. No vehicle may stop or stand at a drop-off or loading area for longer than five minutes, except for a maximum of ten minutes where signs indicating a ten minute limit are posted.

16. **Insurance Requirements.**

(i) The Permittee shall obtain, carry, maintain and keep in full force and effect:

a. A policy or policies of comprehensive general liability insurance with minimum limits of One Million Dollars (\$1,000,000.00) per occurrence, combined single limit coverage and Two Million Dollars (\$2,000,000.00) in the aggregate against any injury, death, loss or damage as a result of wrongful or negligent acts or omissions by the Permittee, its agents and employees.

b. Insurance coverage commonly known as garage keeper's legal liability coverage with minimum limits of Two Hundred Fifty Thousand dollars (\$250,000.00) per occurrence and One Million Dollars (\$1,000,000.00) in the aggregate. Garage keeper's legal liability coverage may be secured as a separate insurance policy or secured as part of an insurance policy providing other required coverages.

c. A policy or policies of comprehensive vehicle liability insurance covering personal injury and property damage with minimum limits of One Million Dollars (\$1,000,000.00) per occurrence, combined single limit, covering any vehicle in the possession of the Permittee, its agents and employees in conjunction with the operation of vehicles pursuant to the permit.

(ii) Insurance must be placed with insurers admitted in the State of California or have a current A.M. Best rating of no less than A:6.

(iii) Deductibles not to exceed Five Thousand Dollars (\$5,000.00) per occurrence are authorized in connection with the comprehensive general liability coverage, garage keeper's legal liability coverage and comprehensive vehicle liability coverage.

(iv) The Permittee shall maintain on file with the Board a certificate or certificates of insurance on the City's form, showing that the policies of insurance required by this section are in effect in the required amounts and showing the amount of any deductibles. The policies of insurance required by this section shall contain an endorsement naming the City as an additional insured. All of the policies required under this section shall contain an endorsement specifically stating that the coverage contained in the policies affords insurance pursuant to the terms and conditions as set forth in this section.

(v) The insurance provided by the Permittee shall be primary to any coverage available to the City. The policies of insurance required by this section shall include provisions for waiver of subrogation.

(vi) The Permittee shall obtain, carry, maintain and keep in full force and effect workers' compensation insurance as required by law.

(e) **Indemnification.** The Permittee, and any person acting under or pursuant to a Valet Parking Operator's permit, agrees to indemnify, hold harmless, release and defend (even if the allegations are false, fraudulent or groundless), to the maximum extent permitted by law, and covenants not to sue, the City, its Council and each member thereof, and its officers, employees, board and commission members and representatives, from any and all liability, loss, suits, claims, damages, costs, judgments and expenses (including attorney's fees and costs of litigation) which in whole or in part result from, or arise out of: (1) any use or performance under the permit; (2) the activities and operations of the Permittee and its employees, subcontractors or agents; (3) any condition of property used in the permitted operation; or (4) any acts, errors or omissions (including, without limitation, professional negligence) of the Permittee and its employees, subcontractors or agents in connection with the Valet Parking operation.

(f) **Disciplinary Action - Additional Grounds.** The following acts committed by a Permittee shall be grounds for disciplinary action in addition to the grounds listed in Section 103.35:

1. The Permittee, its agents or employees, through carelessness, negligence or failure to make proper provision for the safeguarding of vehicles left in their custody, have knowingly or unknowingly facilitated or contributed toward the theft or conversion of any such vehicle, or of the contents thereof, or the damaging of any such vehicle; or

2. The Permittee, its agents or employees have failed to cooperate with the police to aid in the investigation of any theft or other crime committed on a parking lot used by Permittee, or which arose out of the conduct of the business for which the permit was issued; or

3. The Permittee, its agents or employees knowingly delivered a vehicle in their custody to a person neither the registered owner thereof nor entitled to possession of such vehicle; or

4. The Permittee's Valet Parking operation has negatively impacted traffic or disrupted the peace and quiet within any area of the City; or

5. The Permittee fails to comply with all City business tax and parking occupancy tax laws; or

6. The Permittee fails to comply with any of the operating requirements in Subdivision (d) of this section, or any rules or regulations adopted by the Board governing valet parking.

(g) **Violation.** Violations of the operating requirements in Subdivision (d) of this section, or any rules or regulations adopted by the Board governing valet parking, shall not be prosecuted as misdemeanors, but shall be subject to administrative sanctions and civil remedies as provided by this Code, or at law or in equity, or any combination of these.

Any person operating as a Valet Parking Operator without a permit as required in Subdivision (b) of this section shall be guilty of a misdemeanor.

(h) **Severability.** If any portion of this section is for any reason held to be invalid or unenforceable by a court of competent jurisdiction, the remaining portions of this section shall remain in effect. The people of the City of Los Angeles hereby declare that they would have adopted each portion of this section, notwithstanding the fact that any one or more portions of this section is declared invalid or unenforceable and, to that end, the provisions of this section are severable.