



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

2020 McKinney, Houston, TX 77003  
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