

# UNIVERSITY of HOUSTON

## Parking and Transportation

Phone: 832-842-1097

Email form to [evntpark@central.uh.edu](mailto:evntpark@central.uh.edu)

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### REQUEST FOR SPECIAL PARKING AND VALET

Please complete and return form to [eventpark@central.uh.edu](mailto:eventpark@central.uh.edu) for processing.

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Department: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date (s) of Event: \_\_\_\_\_ Event Location: \_\_\_\_\_

Time of Event: \_\_\_\_\_ Expected Time of Guest Arrival: \_\_\_\_\_

Parking Attendant: Yes: \_\_\_\_\_ No: \_\_\_\_\_ Number of Attendants: \_\_\_\_\_

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### VALET

Number of guest: \_\_\_\_\_ Time first guest arrives: \_\_\_\_\_ Time event ends: \_\_\_\_\_

Location of Event: \_\_\_\_\_ Special Request: \_\_\_\_\_

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Payment Method: SC Voucher: \_\_\_\_\_ Check/Credit Card: \_\_\_\_\_

Special Needs:

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### For Parking Service Use Only

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Cost for Space(s): \_\_\_\_\_ Set up/Take down fee: \_\_\_\_\_ Attendant: \_\_\_\_\_

Estimate Total Cost: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_