BUFFALO CIVIC AUTO RAMPS

RAMP VALET / SPECIAL EVENT REQUEST FORM

Fill out First page, see terms page for information and return to BCAR for approval.

Event Information:

Event Name/Description: _____

Date(s} Requested: _____

Time(s) of Event: _____

Time(s) of Ramp Use Requested: _____

Expected Number of Vehicles: _____

Ramp Requested: ☐Adam Ramp ☐Turner ☐Augspurger ☐Fernbach

Valet / Shuttle Service Provided by Event Sponsor: ☐Yes ☐No

Valet / Shuttle Service Provided By (if applicable):
_____

Number of QR/Barcode Validations Required: _____

If Applicable, provide requested usage details below:

BCAR Private Security Requested for Event: ☐Yes   ☐No

BCAR Elevator Use & Attendant Requested for Event: ☐Yes   ☐No

BCAR Additional Attendant Requested for Event: ☐Yes   ☐No

Event Representative / Contact information:

Business Name: _____

Address: _____

Name: _____ Phone Number: _____

E-Mail: _____

Billing information:

☐Same as Event Contact / Representative

Business Name: _____

Address: _____

Name: _____ Phone Number: _____

E-Mail: _____

Terms and Conditions:

- If requested, Private Security can be Provided by Buffalo Civic Auto Ramps.
- Unless requested, Buffalo Civic Auto Ramp Employees will not be on duty to respond to customers being entrapped on elevators Due to Equipment Failure, therefore elevators will only be operational during normal hours of operation and unavailable for use outside of normal hours of operation.
- Ramp Lights Will Be on for the duration of the event.
- A Certificate of Insurance is required in the Amount of $1,000,000, Per Incident, naming Buffalo Civic Auto Ramps, Inc., and the City of Buffalo as Additional Insured.
- Additional Insured Certificate must be provided to Buffalo Auto Ramps, Inc, 255 Pearl Street, Buffalo, New York 14202, five (5) business days prior to the Event / Sponsoring Event.
- Buffalo Civic Auto Ramps reserves the right to refuse all applications for Valet / Special Events Privileges
- Mondays - Fridays, access are not permitted before 5:00PM, unless prior authorization is given.
- Buffalo Civic is Not Responsible for Any Damages Incurred by/to any vehicle while entering, exiting, or parked inside a Buffalo Civic Auto Ramp managed facility.
- Fees:
    - $40.00 / hour per Security Guard
    - $30.00 / hour per Attendant *One attendant mandatory if Elevator use is required outside normal operating hours.
    - $200.00 for Elevator Activation / Operation Service. (Includes cost of one BCAR employee).
    - $6.00 Per Vehicle or Rate to be Determined in Advance by BCAR
    - Validations are billed based on actual usage, not the number of validations requested
    - All fee's for additional services requested if applicable and validation usage fee's will be invoiced after the event and payable upon receipt.

Buffalo Civic Auto Ramps Reserves the Right to Require Pre-Payment Before the Requested Date.

This Will Acknowledge the Parties Have Discussed and Understood the Above Referenced

Terms and Conditions and Agree to these Same Terms and Conditions:

On Behalf of Buffalo Civic Auto Ramps, Inc.

Name: _____ Date: _____

Signature: _____

On Behalf of Event Sponsor

Name: _____ Date: _____

Signature: _____

BCAR RAMP EVENT USE

You must make arrangements with us ahead of time so that we can get the barcode validations that you or the event coordinator can give out at the event so customers can exit at no charge. For every validation used to discount the parking fee to $0.00, BCAR will invoice you $6.00 per use in most cases unless otherwise noted in advance.

Please go to our website's Forms/Documents page and click on **Valet & Special Event Use Request** button to download the fillable pdf form.

Forms/Documents (bcarparking.com)

Validation Event Parker's Entry/Exit Use Procedure:

- Upon entering the ramp, pull a ticket to vend the gate and enter the ramp.
- When exiting the ramp, pull into any exit lane.
- Insert entry ticket into the Exit Station.
- Scan the QR Barcode in the scanner pocket on the bottom left of the station.
- The parking fee will be discounted to $0.00, and the exit gate will open.
- Press the HELP button on the Exit Station if you need assistance.