

Event Parking Request Form

Allow 5 Business Days for Processing

Event information

Name of event: _____

(The title of your parking event should coincide with the description your guests mention on the day of the event to Parking Services' monitors.)

Location of event: _____

Date: _____

Time: _____

Parking requirements

Approximate number of vehicles: _____

Desired parking location – First choice: _____

Second choice: _____

Guests can park in lots with visitor availability. Depending on the availability on the day/time of the event guests may have to park in a lot other than those requested above.

Do you require:

- | | | | | | | | | |
|---------------------------------------|-------------------------------|--|-------------------------------|---|-----------------------------------|---|--|-----------|
| <input type="checkbox"/> Rebate tkts | Qty _____ | <input type="checkbox"/> Parking attendant(s)* | Qty _____ | <input type="checkbox"/> Pickup/dropoff for bus | Qty _____ | | | |
| <input type="checkbox"/> \$5 | <input type="checkbox"/> \$6 | <input type="checkbox"/> \$7 | <input type="checkbox"/> \$8 | <input type="checkbox"/> \$10 | <input type="checkbox"/> Signage* | Qty _____ | <input type="checkbox"/> Reserved spaces | Qty _____ |
| <input type="checkbox"/> \$12 | <input type="checkbox"/> \$15 | <input type="checkbox"/> \$18 | <input type="checkbox"/> \$20 | <input type="checkbox"/> Shuttle bus services* | Qty _____ | <input type="checkbox"/> Other, explain _____ | | |
| <input type="checkbox"/> Exit tkts | Qty _____ | | | | | | | |
| <input type="checkbox"/> Reduced Rate | | | | | | | | |

*Additional charges may apply. If you are organizing a large event (100+), it may be mandatory to have parking control officers in attendance.

Contact information

Name of Department/Organization: _____

Contact name: _____

McMaster University Account Chartfield String: _____

Phone number: _____

ext. _____

Cellphone number: _____

(If event is taking place after-hours, please provide cellphone number.)

Email address: _____

Event information

FOR INTERNAL USE ONLY

Parking staff signature: _____

Recipient signature: _____

Batch number: _____

Please print your name: _____

For our policy on refunds for unused vouchers please visit: parking.mcmaster.ca/Special_Events.html

If you would like to provide more information about your event, please do so by separate email parking@mcmaster.ca.

See <http://parking.mcmaster.ca> for event parking rates and instructions on use of vouchers.

Payment methods include cash (only accepted at the ETC location), credit, interac, cheque, money order and university chart field string.

For more information on requirements or fees, please do not hesitate to contact us at: 905.525.9140 ext. 23018 or parking@mcmaster.ca.