

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:
 Rebate tkts Qty _____ Parking attendant(s)* Qty _____ Pickup/dropoff for bus Qty _____
 \$5 \$10 \$15 \$20 \$7 Signage* Qty _____ Reserved spaces Qty _____
 Exit tkts Qty _____ Shuttle bus services* Qty _____ Other, explain _____

*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: _____

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.