

Parking Administration

January 14, 2025

Guideline for Special Event Parking Rates at P8 Transit Tower Parking Structure

Purpose:

These guidelines establish the procedures and fee structure for requesting after-hours parking services at the P8 Transit Tower Parking Structure for special events. They ensure efficient scheduling, proper staffing, and cost recovery while providing a transparent process for event organizers.

• **Scope:**

This guideline applies to all special event parking offered at the P8 Transit Tower Parking Structure that require parking management services provided by PCI staff.

• **Request and Approval Process**

1. Submission Timeline

- Event organizers must submit a completed After-Hours Special Event Parking Services Request Form (see Document 2) no later than 10 business days prior to the event date.
- Last-minute requests (fewer than 2 business days) will be considered on a case-by-case basis, subject to staff availability and the approval of Parking Administration.

• 2. Required Documentation

- Completed Request Form (Attachment A).
- Certificate of Insurance (COI) meeting County requirements, if applicable. (Not required if event property, or activities will not occur on site.)

• **Rate Structure:**

1. **Staffing Fee:**

- A base staffing fee of \$100 per hour will be charged for PCI staff, with a minimum staffing requirement of 8 hours per event.

2. **Customer Parking Fees:**

- Customer parking will be billed at the posted rate of \$4 per hour per vehicle. Special event rates may be available based on expected attendance at \$10 per vehicle.

3. **Revenue Offset Clause:**

- If the parking revenue generated during the event exceeds the total staffing fees incurred, no additional costs will be charged to the event organizer.
- In such cases, County of Orange will retain the additional revenue generated from the event.

• **Terms and Conditions:**

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- The event supervisor must coordinate in advance with the Parking Administration team to schedule PCI staff and confirm the estimated event duration. Please allow a minimum of 1 week lead time.
- Parking Administration will calculate and provide a detailed reconciliation of staffing fees and parking revenue following the event.
- Any additional requirements or modifications to this arrangement must be pre-approved by Parking Administration.
- Vehicles remaining on-site past the event's agreed end time may be towed at the event organizer's expense.
- Any additional costs incurred (e.g., extra staff, security, signage) will be billed to the event organizer.
- Requests for custom arrangements or modifications must be pre-approved by Parking Administration.
- **Implementation:**
 - This guideline is effective immediately and applies to all future special events scheduled at the P8 Transit Tower Parking Structure.
 - For questions or further clarification, please contact Parking Administrator Stacy Mohler 714-667-9615 stacy.mohler@ocpw.ocgov.com

Attachment A: After-Hours Special Event Parking Services Request Form

Please complete all sections of this form and submit it to Parking Administration (stacy.mohler@ocpw.ocgov.com) at least 10 business days before your planned event date. Attach any required documentation (e.g., insurance certificate).

If you need any assistance completing this form, please contact Parking Administration at 714-667-9615.

1. Event Information

Event Name:

Event Date(s) & Time:

Estimated Number of Attendees:

Brief Description of Event Purpose:

2. Organizer Information

Organization Name:

Organization Address:

Primary Point of Contact:

Name:

Title:

Phone/Mobile:

Email:

3. Parking Services Details

Requested Start & End Times for After-Hours Service:

Preferred Rate Option:

\$4 per hour, per vehicle

Special Flat Rate: \$10 per vehicle (subject to approval)

Organizer Acknowledgment:

By signing below, I confirm that I have read and understand the Guidelines for After-Hours Special Event Parking Services. I agree to abide by all terms, including payment and condition-of-facility responsibilities.

Authorized Signature:

Date:

Please submit this form and all attachments to stacy.mohler@ocpw.ocgov.com.