

Covers valet parking companies serving restaurants, hotels, hospitals, residences, and events. Parking lot and garage operators use CWCO-SUP-PARKING. Complete with ACORD 125 and a garage application. Attach a sample venue contract and the driver list with license numbers.

1 APPLICANT / BUSINESS INFORMATION

LEGAL BUSINESS NAME	DBA	FEIN	YEARS IN BUSINESS
BUSINESS ADDRESS	CITY / STATE / ZIP	WEBSITE	

Entity type:
☐ Sole proprietor ☐ LLC ☐ Corporation ☐ Franchise

PRIMARY CONTACT / TITLE	PHONE	EMAIL

MUNICIPAL VALET PERMIT NO(S). (IF REQUIRED)	CITIES OPERATED IN

2 OPERATIONS

VENUE / CLIENT	TYPE	CARS PER NIGHT (AVG)	WHERE CARS ARE PARKED

Venue types: restaurant; hotel; hospital or medical office; residential building; private events and weddings; stadium or arena; other. Parking location: venue's own lot; off-site garage; public street.

NUMBER OF DRIVERS	CARS PARKED PER YEAR	HIGHEST-VALUE VEHICLE HANDLED (\$)	LONGEST DRIVE TO OFF-SITE LOT (MILES)

2-1 Do drivers take customers' cars on public streets to off-site lots or garages? ☐ Yes ☐ No
 IF YES, EXPLAIN

2-2 Do venue contracts require the applicant to indemnify the venue or name it as additional insured? ☐ Yes ☐ No
 IF YES, EXPLAIN

2-3 Does the applicant park cars in lots or garages it doesn't own or lease (with or without permission)? ☐ Yes ☐ No
 IF YES, EXPLAIN

3 EXPOSURE & RISK QUESTIONS — DRIVER SELECTION & DRIVING

A valet driving a customer's car owes the same care as any driver, and the valet company is liable for injuries its drivers cause and for negligent hiring. High-value vehicles and tight lots raise the stakes.

3-1 Are motor vehicle records checked for every driver at hire? ☐ Yes ☐ No
 IF YES, EXPLAIN

3-2 Are driving records re-checked at least once a year? ☐ Yes ☐ No
 IF YES, EXPLAIN

MINIMUM DRIVER AGE	MINIMUM YEARS LICENSED	MAXIMUM VIOLATIONS ALLOWED (3 YRS)

3-3 Is there a written zero-tolerance policy on alcohol and drugs for drivers? ☐ Yes ☐ No
 IF YES, EXPLAIN

3-4	Are drivers drug- and alcohol-tested after any accident?	☐ Yes ☐ No
IF YES, EXPLAIN		
3-5	Are drivers trained on manual transmissions, EVs, and high-performance vehicles before driving them?	☐ Yes ☐ No
IF YES, EXPLAIN		
3-6	Are there written rules on speed, routes, and no personal use of customers' vehicles?	☐ Yes ☐ No
IF YES, EXPLAIN		
3-7	Are those rules monitored with GPS trackers, key-fob logs, or similar tools?	☐ Yes ☐ No
IF YES, EXPLAIN		
3-8	Has a driver been in an accident, received a ticket, or been accused of joyriding while handling a customer's car?	☐ Yes ☐ No
IF YES, EXPLAIN		

4 EXPOSURE & RISK QUESTIONS — KEYS, VEHICLES IN CUSTODY & RETURNS

When a customer hands over the keys, the valet takes custody of the car. Disclaimers printed on valet tickets generally do not excuse the valet's own negligence, and key theft from an unattended stand is a recurring loss.

4-1	Are keys kept in a locked key box that is attended at all times, never left in vehicles or on an open stand?	☐ Yes ☐ No
IF YES, EXPLAIN		
4-2	Are vehicles returned only on presentation of the matching claim ticket, with ID required for lost tickets?	☐ Yes ☐ No
IF YES, EXPLAIN		
4-3	Is each vehicle's condition checked and photographed at drop-off?	☐ Yes ☐ No
IF YES, EXPLAIN		
4-4	Is there a written policy for customers who appear intoxicated when requesting their car (e.g., offering alternatives, notifying the venue)?	☐ Yes ☐ No
IF YES, EXPLAIN		
4-5	Has a customer's vehicle been stolen, damaged, or broken into while in the applicant's custody?	☐ Yes ☐ No
IF YES, EXPLAIN		

5 EXPOSURE & RISK QUESTIONS — WORKFORCE & VENUE OPERATIONS

5-1	Are all valet drivers W-2 employees?	☐ Yes ☐ No
IF YES, EXPLAIN		
5-2	Do drivers wear high-visibility vests while working?	☐ Yes ☐ No
IF YES, EXPLAIN		
5-3	Are pickup and drop-off zones set up with cones or barriers to keep drivers and guests out of traffic?	☐ Yes ☐ No
IF YES, EXPLAIN		
5-4	Are tips and cash handled under a written procedure with regular deposits?	☐ Yes ☐ No
IF YES, EXPLAIN		
5-5	Has a driver or guest been struck by a vehicle at a valet stand?	☐ Yes ☐ No
IF YES, EXPLAIN		

6 PAYROLL, SALES & REVENUE

TOTAL ANNUAL PAYROLL (\$)	NUMBER OF EMPLOYEES	PAID TO CONTRACT DRIVERS (\$)
PROJECTED ANNUAL GROSS RECEIPTS (\$)	PRIOR YEAR GROSS RECEIPTS (\$)	EVENT VALET REVENUE (\$)

7 PRIOR INSURANCE & LOSS HISTORY

Attach currently valued loss runs for the last 5 years.

GARAGE LIABILITY CARRIER / LIMITS

GARAGEKEEPERS LIMIT AND TYPE

UMBRELLA CARRIER / LIMIT

7-1 Has any carrier declined, cancelled, or non-renewed coverage for this operation in the last 5 years?

☐ Yes ☐ No

IF YES, EXPLAIN

DATE OF LOSS	DESCRIPTION	TOTAL INCURRED (\$)	OPEN / CLOSED

7-2 Is the applicant aware of any incident, complaint, or circumstance not yet resulting in a claim that could reasonably give rise to one?

☐ Yes ☐ No

IF YES, EXPLAIN

8 RISK MANAGEMENT & SAFETY

8-1 Is every incident (damage, complaint, near-miss) written up the same day with photos?

☐ Yes ☐ No

IF YES, EXPLAIN

8-2 Are supervisors on site at every location during service hours?

☐ Yes ☐ No

IF YES, EXPLAIN

9 SIGNATURE & FRAUD WARNING

The undersigned declares that the statements and answers given in this supplemental are true, complete and correct to the best of their knowledge, and that no material fact has been withheld or misstated. The applicant agrees that this supplemental, together with all ACORD applications and attachments, forms the basis of any submission to insurers and may be relied upon by them. Signing this supplemental does not bind coverage. This supplemental is an intake document prepared by Cory Washington & Co. LLC to support carrier submission; it does not itself provide coverage.

FRAUD NOTICE: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any materially false information, or conceals for the purpose of misleading information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties. (State-specific fraud warnings apply; see state amendatory notice.)

APPLICANT / AUTHORIZED SIGNATURE (TYPE FULL NAME)

TITLE

DATE

PRODUCER — CORY WASHINGTON & CO. LLC

PRODUCER SIGNATURE (TYPE FULL NAME)

DATE