



UNIVERSITY of VIRGINIA
Parking and Transportation

Office Use Only

VALIDATION NUMBER:

Parking and Transportation
University of Virginia Department of Parking and Transportation
Phone: 434-924-7231 Fax: 434-924-3980
www.virginia.edu/parking

Special Event Parking Validation Request Form

The University of Virginia Department of Parking and Transportation is able to setup a temporary garage validation billing account for organizations hosting events on Grounds. Guests will be permitted to park in the Central Grounds Garage, and their parking fee will be billed to the organizations account. Please visit the Parking and Transportation website for current parking rates and additional information regarding parking validations.

Event Contact: _____ Phone Number: _____

Billing Address: _____

Federal Tax ID: _____

Date of Event: _____ Event Title: _____

Location(s) of Event: _____

Event Start Time: _____ Approx End Time: _____

Set-Up and Breakdown Start Time: _____ End Time: _____

Is this event a wedding? _____ Wedding Party Name: _____

Will the Reception be on-Grounds? Yes , location: _____ No

Ceremony Start Time: _____ Approx End Time: _____

Reception Start Time (if on-grounds): _____ End Time: _____

Estimated number of vehicles requiring parking: _____

(Note: this is for staffing purposes only, not a guarantee of space)

Our staff will identify your guests by (Office Use Only):

Please check one:

Validation Number

Wedding Invitation

Other _____

Form completed by: *(please print)* _____

Signature:

Date:

OFFICE USE ONLY

C-UID:

E-UID

Form last updated 9/25/2012