



**Los Angeles World Airports**

## **Special Events Parking Request**

### ***Guidelines:***

- 1) LAWA-Employee Special Events – Special events hosted by LAWA for employees and their families are eligible to receive validated parking at LAX parking facilities provided validations are approved in advance by the Chief Executive Officer, or designee, namely the Deputy Executive Director.
- 2) LAWA-Sponsored Special Event – Participants of LAWA-sponsored events including the following: 1) LAWA-conducted news conferences and special events, and 2) launch of new airline service may receive validated parking; however, validated parking is limited to a maximum of fifty (50) validations per event. Any event that exceeds fifty (50) validations would be billed at the posted parking rates. The event organizer must follow and strictly adhere to the procedures provided below.

Organizers of special events that are not LAWA-sponsored (airlines, concessionaires, etc.) may obtain validation vouchers at the posted parking rates. Payment may be made at the conclusion of the event after all parking fees have been accounted for; however, a credit card number must be provided prior to picking up the validation vouchers.

### ***Procedures:***

- PRIOR to the Event – Complete and Send a Special Event Request form to Parking Services Office (PSO) for a predetermined number of validation vouchers at [parking@lawa.org](mailto:parking@lawa.org). The event organizer may download the form from the LAWA website. The completed request form must be submitted to the PSO 1 week in advance of the event. All requests are subject to review and approval by the CEO or designee, namely, Deputy Executive Director.
- DURING the Event – The event organizer or representative will have to pick-up the validation vouchers from the PSO and must provide a credit card number. PSO office availability are Tuesdays-Thursdays. Failure to provide a credit card number will result in PSO not releasing the validation vouchers. The event organizer can either do this on the day of the event (Tuesdays-Thursdays) or before the event; provided, their request has been approved.
- AFTER the Event – Return the unused validation vouchers to the PSO and any validations exceeding fifty (50) will be billed accordingly to the credit card account provided. Once the billing process is performed, all credit card information will be destroyed in compliance with Payment Card Industry security standards.