

# Millennium Garages Parking Registration Form



NEW ACTIVATION \_\_\_\_ (Start Date \_\_\_\_\_) CHANGE INFO \_\_\_\_ DEACTIVATION \_\_\_\_

Please complete this application and return it to the Garage Office where you would like to park, or fax it to 312-819-0814. For directions and additional information, please visit [www.MILLENNIUMGARAGES.com](http://www.MILLENNIUMGARAGES.com) or call 312.616.0600.

I want a Monthly Key Card!

**MONTHLY ACCESS RATES:** (Circle which garage)

Grant Park North Garage—Reserved—\$370.00 / Month

Grant Park North Garage—\$289.00 / Month

Grant Park South Garage—\$265.00 / Month

Millennium Park Garage—\$240.00 / Month

*Rates include all taxes and are subject to change upon tax increase*

## METHOD OF INVOICING AND PAYMENT

\_\_\_ Individual is responsible for payment—To receive parking discount, you must sign up using monthly automatic credit card charge

\_\_\_ Company is responsible for payment (Company Contact \_\_\_\_\_)

\_\_\_ Payment is made through WageWorks or Commuter Check

**MONTHLY PARKERS:** Each parker is responsible for paying by the first of every month, without reminder; however, if you would still like to receive an invoice for your records, please select the method of delivery for invoices below:

\_\_\_ No Invoice Needed    \_\_\_ Email Invoice (Invoice will be emailed to address given above.)

### MONTHLY AUTOMATIC PAYMENTS:

TYPE OF CREDIT CARD: VISA \_\_\_ MC \_\_\_ AMEX \_\_\_ NAME ON CARD: \_\_\_\_\_

CREDIT CARD NUMBER: \_\_\_\_\_ EXP : \_\_\_\_\_

Card Holder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I authorize LAZ Parking Chicago, Inc. to charge the MONTHLY parking rate to my credit card each month. LAZ Parking reserves the right to terminate or refuse parking to any individual for any reason it deems appropriate. Card Holder has read the Terms and Conditions for the parking facility and understands and agrees to its contents.

### DAILY PARKERS USING DAILY KEY CARDS:

**PAYMENTS:** All daily key cards are set up on a charge by usage program with a credit card on File; The daily key card will be linked to a credit card of your choice: VISA, MasterCard or American Express Only. Daily key card holders will receive their receipts via e-mail, please make sure to provide your e-mail address below.

**PARKING:** You shall use the daily key card to enter and exit the Millennium Garages. The appropriate parking charges will be deducted from your credit card on file. The daily key card cannot be used in conjunction with any other discounts. Use of the garages shall be pursuant to a license only; no bailment relationship shall be created.

**LOST CARDS:** The key card holder alone assumes all risk of loss or theft of the daily key card; LAZ Parking Chicago will replace a lost or stolen card for a \$25 replacement fee.

**EXPIRATION/TERMINATION:** LAZ Parking Chicago may terminate a key card at any time upon thirty (30) days notice. LAZ Parking Chicago reserves the right to immediately terminate the key card without notice in the event that you fail to comply with any provision of this agreement.

## DRIVER INFORMATION \*\*\*REQUIRED

Last Name***		First Name***		Company, Suite #	
Street Address (if no company enter home address)***			Apt or Box #	City***	State***
Business/ Daytime Phone***			Evening Telephone		E-Mail Address***
Zip Code***					

## VEHICLE INFORMATION (optional)

State/ License Plate #	Color
Year/ Make	Model

### For Office Use Only

Location Number: \_\_\_\_\_ Access Card No.: \_\_\_\_\_ Start Date: \_\_\_\_\_ Employee Initial: \_\_\_\_\_

# LAZ PARKING CHICAGO – Terms & Conditions

## **1. Obtaining a Parking Key Card**

- A. A monthly parking key card may be obtained by the company administrator or as an individual by registering online at [www.lazparking.com](http://www.lazparking.com). Applicants must complete the application identifying each vehicle to be used by the key card holder. The following information must be furnished for each vehicle listed: License plate number, vehicle's make, model, year and color.
- B. A fee of \$25 will be required for lost or stolen key cards.
- C. A lost or stolen key card should be reported as soon as possible.
- D. If participating in a group discount rate, parker must show proof of employment (building ID, business card, paystub, etc.).

## **2. Conditions for Use of a Parking Key Card**

- A. A parking key card authorizes the holder to have only one of the vehicles listed on the application in the garage at any given time.
- B. Owners of more than one vehicle or members of car pools may, therefore, use a single card for more than one vehicle as long as each one has been listed and only one vehicle is parked in the garage at the time.
- C. If two members of a car pool drive two vehicles on the same day, only one car pooler will be permitted to use the key card. The other car pooler must pull a ticket and must pay for parking at the current daily rate.
- D. The key card holder is responsible for updating any changes regarding card type, license number, address, employer or telephone number.
- E. Any parker found to be misusing their parking privileges (Example, but not limited to: passing the card to another individual) will be subject to termination of privileges.
- F. Failure to properly register your car or misuse of parking spaces may subject your car to ticketing or towing.
- G. Long term storage of vehicles, properly registered or not, is not permitted without the prior written consent of LAZ Parking. Special Rates may apply for overnight storage.
- H. The Monthly License Fees may not be prorated or otherwise adjusted for periods during which the Licensee does not use the parking spaces granted under the License Agreement, including during such times when the City of Chicago exercises its right from time to time to temporarily close the public right of ways and entrances adjoining the Garage.

## **3. Payments on a Parking Account**

- A. Reoccurring monthly credit card payments for parking will be charged to the secured credit card on file. Payment can also be made by check payable to Chicago Loop Parking, LLC and mailed to the remit address on the invoice or the payment can be made online @ [www.lazparking.com](http://www.lazparking.com). All checks returned from the bank for nonpayment will be assessed a \$25 service charge.
- B. Payment for monthly parking is due on the 1st of each month. Payment is considered late after the 5th and card deactivation is on the 6th. If the 5th falls on a Saturday, Sunday or Holiday, payments are due the prior business day. Any parker with an outstanding balance after the 6th of the month may be assessed a \$25 late fee. A \$25 reactivation fee may be assessed in addition to the \$25 late fee. Anyone having their card deactivated a total of three (3) times risks having their parking privileges terminated.
- C. Refunds for parking will not be made to anyone whose card has been deactivated due to nonpayment.
- D. If the parker believes an error has been made on his/her account, proof of payment will be required (canceled check or credit card receipt). No adjustments will be made without verification.

## **4. Termination of Parking**

- A. Upon termination of parking, the parking key card must be returned to LAZ Parking in order to receive a card deposit refund (if applicable). The tenant's parking account must be current and paid in full and the key card must be in working condition before a refund will be issued. Credit is based on the date the key card is returned to LAZ Parking and will be determined on a case-by-case basis.

## **5. Procedures When You Forget Your Key Card**

- A. If the monthly parker is without a key card, a ticket should be pulled to enter the parking deck. You will be granted a one-time exit without charge. The parker's name and card number will be logged and a follow up check of the key card use history will be performed. Any person found to be misusing their parking key card will be subject to termination of parking privileges.

## **6. Parking Deck Procedures**

- A. Follow directional signs throughout all levels of the deck.
- B. Use your key card to both enter and exit from the facility. DO NOT TAKE A TICKET TO ENTER THE GARAGE. If a ticket is pulled, you will be responsible for payment at the posted rate.
- C. The parking access system will not allow pass backs or multiple exits. Key cards must be used in sequence. Only one entrance and one exit are allowed per cycle. Unlimited cycles are allowed daily for monthly card holders only.
- D. Overnight storage of a vehicle is not permitted without the prior consent of LAZ Parking.
- E. PARKERS WHO ARE OBSERVED DRIVING THE WRONG WAY WILL BE GIVEN ONE WRITTEN WARNING. FUTURE VIOLATION MAY RESULT IN TERMINATION OF PARKING PRIVILEGES.
- F. A speed limit of 5 mph will be monitored by Parking Personnel and Security Officers: violations will be issued.
- G. Parking is not allowed in RESERVED, VISITOR, HANDICAP PARKING OR IN NO PARKING ZONES unless authorized to do so.
- H. PARKING IS ALLOWED BETWEEN THE LINES IN ONE SPACE ONLY. PLEASE DO NOT PARK IN CROSSED OUT AREAS OR SOLID PRINTED AREAS AT STAIRWELL ENTRANCES.
- I. Please deposit trash in containers located throughout the garage.
- J. Any accident occurring in the garage involving damage to vehicles or personal injury should be reported to the Chicago Police Bureau (911) and Laz Parking Security located at each garage office.
- K. LAZ PARKING is not responsible for theft, damage, loss of vehicles or items contained within the vehicle while parked on the premise. Damage or theft to any vehicle is the sole responsibility of the vehicle's owner.
- L. Any parker receiving three (3) or more violations will be subject to termination without further warning. Violations are given for using two spaces, driving the wrong way, speeding or any other reasons at the discretion of the Parking Manager.
- M. Unidentified vehicles. A citation will be left on the windshield or your vehicle will be subject to ticketing or towing. A response is required the following day to ensure identification.