



Bike Parking Service Requirements - 2018

SVBC requests your cooperation in providing the following items to ensure that your bike parking service is fully utilized by your event attendees.

- Please make your request for bike parking at least 60 days prior to the event date by completing the Bike Parking Request form.
- Bike parking should be contracted to start one hour before the event start time and end half an hour following the event end time. Please note that more time may be required for larger events.
- The SVBC logo should be included on all event promotional materials with a statement similar to “Valet bike parking will be provided by Silicon Valley Bicycle Coalition.”
- Our bike parking should be located near the event's main entry to provide the most visible and convenient parking for cyclists.
- Our bike parking location should be shown on your event map to facilitate its use by your event attendees.
- For all events you will need to supply the bike parking area with a **secure corral perimeter (such as chain link fencing at least 4 feet high during the day & 6 feet high at night)** to prevent unauthorized entry. The corral should be set up on asphalt, or some type of level, hard-pack surface.
- For all events, SVBC will bring (1) canopy, (1) 6 foot table, and (4) chairs. If you would like additional quantities, the following fees will apply:
 - Canopy (10x10): \$65.00/per 8 hour day/per location
 - Table (6 foot): \$20.00/per 8 hour day/per location
 - Chairs: \$3.00 each/per 8 hour day/per location
- Full payment is due to SVBC no later than 30 days following your event; SVBC will submit an invoice for the amount due.

If you are interested in SVBC’s bike parking service please complete the Bike Parking Questionnaire form. We will contact you to confirm our availability for your event and will send you the Bike Parking Service Agreement to be signed and returned at a minimum of 60 days prior to your event. Providing a longer lead time will definitively secure that your event has Bike Parking Valet.