



February 9, 2009

**Re: Valet Bike Parking for Your Event**

Dear Sir or madam:

Thank you for having the Marin County Bicycle Coalition's *Valet Bike Parking* service at your event last year. During 2008, MCBC provided bike parking at 23 events, parking 3,300 bicycles just at the 18 events where we kept count!

We appreciate your awareness that providing a secure location for people to park their bicycles while attending community events is the most environmentally beneficial service you can provide your event attendees. Bicycling to local activities is on the rise due to high gas costs and the economic downturn – thank you for helping to cool the earth.

Our service structure has changed for 2009 to allow MCBC to provide its service in a sustainable fashion, cover our costs, and improve our service quality. This letter contains our service fees, which vary depending on the size of your event and the expected number of bikes to be parked. We are offering reduced rack rental rates to accommodate schools and non-profits as well.

Also enclosed are Event Information and Service Requirements forms to be completed and **returned to MCBC by Friday, March 20, 2009**, so we may add your event to our annual schedule.

MCBC will be promoting our complete Valet Bike Parking event schedule on [www.marinbike.org](http://www.marinbike.org), in our summer *Pedal Press* newsletter, and on a 'calendar of events' bookmark to be given away all year long at our public events and bike parking service.

**SERVICE FEES**

Small events: \$250 per day

Events expecting up to 80 bikes – provided via our bike-towed kick stands

Large events: \$450 per day

Events expecting 80+ bikes – requiring our truck-towed bike rack system

Bike Rack rental: \$200 per event (\$100 for schools and non-profits)

Any rack quantity (1-14) is same price, regardless of number of days needed.

Each 10' long rack holds an average of 14 bicycles.

***Event fees*** include the provision of bike parking equipment and staffing to maintain continuous on-site valets for the duration of the bike parking time period.

***Rack rentals*** include the delivery and pick-up of rented racks at your event site. MCBC will unload our equipment and re-load it post-event, but you are responsible for set-up and complete break-down for your event. Rental also includes use of other bike parking corral equipment (fencing, posts, sign cades, etc.) stored in our trailer. Trailer typically requires a parking spot at event site.

***Damage or Replacement:*** Damage to any rack will result in a charge of \$50 per rack for repairs. Destroyed or missing racks will result in a \$240 charge for full replacement.

We look forward to providing our green service at your event and helping you promote environmentally healthy habits to all our guests and residents. Please review the enclosed materials carefully and submit your bike parking service request to MCBC by Friday, March 20, to be included in our promotions of your event.

Sincerely,

Kim Baenisch  
Executive Director



## Bike Parking Event Information - 2009

The Marin County Bicycle Coalition (MCBC) is happy to work with you to provide bike parking at your event. Please help us understand what your needs are by filling out the blanks in the following list.

### EVENT DETAILS

Event name: \_\_\_\_\_

Location: \_\_\_\_\_  
\_\_\_\_\_

Website: \_\_\_\_\_

Date: \_\_\_\_\_

Event start time: \_\_\_\_\_

Event end time: \_\_\_\_\_

Bike parking start time: \_\_\_\_\_

Bike parking end time: \_\_\_\_\_

Total participants expected: \_\_\_\_\_

Bikes expected: \_\_\_\_\_

For Rack Rental only: number of racks (14 bikes per rack): \_\_\_\_\_

Service Selection:

Small event \$250/day \_\_\_\_\_ Large event \$450/day \_\_\_\_\_ Rack Rental \$200/\$100 \_\_\_\_\_

### CONTACT INFORMATION

Event Coordinator name, phone and email: \_\_\_\_\_

Site contact name and day-of-event cell phone: \_\_\_\_\_

Name of entity to be billed: \_\_\_\_\_

Billing address: <email or mail address> \_\_\_\_\_  
\_\_\_\_\_



## Bike Parking Service Requirements - 2009

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

- ✓ Requests for Valet Bike Parking need to be made at least 30 days prior to the event date.
- ✓ For Small and Large event service requests only, the MCBC logo should be included on all event promotional materials with a statement similar to “Secure bike parking will be provided by the Marin County Bicycle Coalition.”
- ✓ Our Valet Bike Parking should be located at the event entry to provide the most visible and convenient parking for cyclists.
- ✓ Our Valet Bike Parking location should be shown on your event map to facilitate its use by your event attendees.
- ✓ For Small Events (up to 80 bikes), you will need to supply the bike parking area with a secure corral perimeter, shade structure, table, and chairs.
- ✓ All events require event passes for staff bathroom access.
- ✓ Damage to any rack will result in a charge of ***\$50 per rack for repairs***.
- ✓ Destroyed or missing racks will result in a ***\$240 charge for full replacement***.
- ✓ Full payment is due to MCBC no later than two weeks following your event; MCBC will submit an invoice for the amount due.

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If you are interested in MCBC's Valet Bike Parking service based on your completed Event Information and the requirements above, please sign below and return the two documents to MCBC **by Friday, March 20, 2009**:

- fax - 415-456-9344, or
- mail - MCBC, PO Box 1115, Fairfax, CA 94978

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YES!! I want the Marin County Bicycle Coalition's *Valet Bike Parking* service to make my event environmentally friendly and easier to get to, and therefore agree to their requirements and service fees, as my signature below indicates.

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Date

