

**Parking Bulk Purchase - City Issued Parking Code**  
Valid in Municipal Underground Parking Garages. Not valid on-street.



Personal information on this form is collected under the authority of the *Municipal Act* 2001, SO 2001, c.25 section 11(1) as amended and the City of Mississauga Corporate Policy 05-02-04 and will be used by the Municipal Parking office in issuing and administering parking permits. Questions about the collection of this personal information should be directed to: Municipal Parking, 800 – 201 City Centre Drive, Mississauga, Ontario L5B 1T4 905-615-3200 ext. 4400.

**Instructions:**

1. Complete all items on this form. Incomplete forms will be returned, unprocessed. Save a copy for your records.
2. Note as per Traffic By-law 555-00: Clients renting out space at any of the City facilities where off-street paid parking is in effect, have the option of purchasing parking in bulk for their guests at a discounted daily rate when purchasing 50 or more visits.
3. Submit hard copy at time of facility booking with applicable payment, a minimum of ten (10) business days before event.
  - For Living Arts Centre booking, client should submit form to their contact at LAC.
  - For Civic Centre and Central Library submit form to Customer Service Desk.
  - Facility booking contact will be responsible for contacting Municipal Parking to confirm request and payment details.
4. An exclusive-use City Issued Parking Code, valid only for the date(s) requested, will be provided to the applicant within five (5) business days by Municipal Parking.

**SOURCE OF REQUEST**

Company Name:		
Contact Person's Last Name:	Contact Person's First Name:	
Contact Person's Job Title:	Phone Number:	
Billing Address Line 1:		
Billing Address Line 2:		
City:	Province:	Postal Code:
Email address:		

**PARKING REQUIREMENTS**

Parking Garage(s):		
List date or dates parking code is to be effective (YYYY/MM/DD):		
Payment & Billing Terms: <ul style="list-style-type: none"> <li>▪ Rate: \$3.00 per visit (visit is one parking code usage), which is a discounted daily rate.</li> <li>▪ Following the date of parking usage, the applicant will be invoiced according to the number of times the exclusive parking code was used or fifty (50) visits, whichever is greater.</li> </ul>		
Estimated # of parking code usages required:	Maximum uses (if limit requested):	
Amount paid with booking:	Payment method:	Date (YYYY/MM/DD):

**Terms of Agreement for City-issued Parking Code**

I understand that the parking code purchased is intended solely for authorized use by the person or company it is issued to and their visitors. I acknowledge and agree that the City is not responsible or liable for any misuse of parking codes once I have received the parking code assigned and that I will immediately notify the Municipal Parking of any such occurrence. I understand the parking code is to be used by the visitors who have been provided with the parking code, in order to obtain a valid parking receipt from the Pay and Display machines in the parking garage(s) specified. Vehicles found without a valid parking receipt displayed may be ticketed and or towed at the owner's expense. I understand that following the date of parking usage, I will be invoiced for remaining balance owing, if applicable, for the number of times the parking code was activated, up to the maximum number of uses, if a maximum was specified.

**Agreement**

I have read and understand the terms of the agreement for the parking code as listed above and agree to use the parking code assigned to me in accordance with the terms above.

Signature (handwritten) \_\_\_\_\_ Date (YYYY/MM/DD): \_\_\_\_\_

**For Municipal Parking Use Only**

Code Issuance:		Code # Issued:	Date Issued:
Reconciliation:	Usage Balance:	Invoice #:	Date Issued: