



**COLONY
SQUARE**

Monthly Parking Agreement: Colony Square

North American Parking

1175 Peachtree Street, Suite C3, Atlanta, GA 30361 (404) 888-9559



Please Read Carefully

1. Parking is on a prepaid basis. Invoices are generated on or about the 15th of the month prior to parking services rendered. Payment must be RECEIVED on or before the 5th of the current month that parking services are rendered. Payments received after the 5th of the current month will be subject to a \$15.00 late fee per card. Checks returned for NSF will be charged \$45.00 per return item, plus a \$15.00 late fee (fees subject to change).
2. Parkers who contract at any time within the second half of the month will be charged a partial (prorated) fee amounting to one-half a month's fee for that month only.
3. Parkers who contract at any time within the first half of the month will be charged the entire amount for that month and subsequent months.
4. The access card holder agrees to immediately report a lost or stolen card to building management. A replacement fee of \$ 25 will be charged per lost card, damaged card, or for any previously functional card which cannot otherwise be made functional.
5. North American Parking; North American Properties Inc.; North American Properties-Atlanta, Ltd.; VP4 LLC, and their successors and assigns, are not responsible for theft or damage to individuals or vehicles in the facility. No bailment is created. To reduce the chance of theft or damage, please place your personal items out of sight and lock your vehicle. PATRONS PARK AT OWN RISK AT ALL TIMES.
6. The holder of any access card agrees to use it for one garage exit per garage entry, and agrees to not allow patrons who are obligated to pay for parking to avoid payment by use of any access card, or any other remote control device, or any other access method.
7. The access card holder agrees not to allow another individual to use their access card.
8. Parkers agree to maintain garage cleanliness, to drive safely in the garage, to obey a speed limit of 5 MPH or less, and to be careful of pedestrians, vehicles, and other elements. Parking improperly and/or in an unauthorized location is not allowed. Failure to comply may result in the vehicle being relocated, booted or towed at vehicle driver's expense, and immediate revocation of driving and parking privileges on the premises.
9. Parkers acknowledge and agree that, from time to time, employers in the building may, upon request, be provided with garage access reports for the entry and exiting of Parkers in and out of the garage.
10. Rates are subject to change at any time.
11. PLEASE NOTE: This Agreement may be canceled upon 30 days prior written notice from either party; written notice is required to terminate parking and billing. No refunds will be given for any service provided or not used. Terminations are applicable for whole months and will not be prorated. No allowance shall be made in billing for time not used.
12. Long Term, Over Night Parking, and Vehicle Storage prohibited.
13. Please complete all of the information below:

Company/Suite	First Name	Last Name
Address		City, State, Zip Code
Phone	Email	

Please Check One of the Following:

- Add New User Parking
- Delete This User's Building Access and Parking
- Delete This User's Parking Only
- Delete This User's Building Access Only

Please provide information on all vehicles that you might utilize when using the parking facility, maximum of **two**. It is your responsibility to update this information with the Parking Management Office or via ColonySquare@northamericanparking.com if it changes.

Vehicle Information

Tag #	Tag #
State	State
Year	Year
Make	Make
Model	Model
Color	Color

North American Parking reserves the right to terminate or refuse parking to any individual for any reason it deems appropriate.

Parkers must provide 30 days written notice and return parking credential to terminate account.

Credential holder has read the rules and regulations for the parking facility and agrees to conditions.

Please return via Email to ColonySquare@northamericanparking.com

Signature

Business Name

Printed Name

Business Owner/Manager

Date

Business Phone Number

Business Email

To Be Completed by Employee's Office Manager:

Grant Parking Garage Access

Grant After-Hours Building Access

Grant Valet Parking Access

Office Use Only

Start Date:

Card Number: