



## **Off Airport Rental Car Activity Application Package** **Document Checklist**

Please provide the following documents and fees to the Administrative Office of Palm Springs International Airport prior to engaging in Off Airport Rental Car Activities.

REQUIRED	INCLUDED
<i>Signed Permit Application</i>	
<i>Copy of City of Palm Springs Business License</i>	
<i>Annual Company Permit Fee (made out to the City of Palm Springs)</i>	
<i>Shuttle Fees as Applicable</i>	
<i>Insurance Certificates:</i>	
<i>General Liability</i>	
<i>Auto</i>	
<i>Workers Comp</i>	
<i>Copy of sublease if applicable.</i>	

Palm Springs International Airport  
3400 E. Tahquitz Canyon Way  
Suite 1  
Palm Springs, CA 92262

**Address questions to:** PSP Monthly Reporting  
Tel: (760) 318-3816  
[pspmonthlyreporting@palmspringsca.gov](mailto:pspmonthlyreporting@palmspringsca.gov)

The Airport Administrative Office is located on the mezzanine level of the central terminal lobby and is open Monday through Thursday from 7:30 a.m. to 5:30 p.m.



## **Off Airport Rental Car Activity Application** **Calendar Year Permit**

(Required prior to engaging in Off Airport Rental Car Activities at Palm Springs International Airport)

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*For further information and requirements for each type of activity, please refer to the Airport's General Provisions, Rules and Regulations and Minimum Operating Standards (Ordinance No. 1693) which can be found on the airport website at [www.palmspringsairport.com](http://www.palmspringsairport.com), under "Business Info", "Commercial Permits".*

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**Applicant Name:** \_\_\_\_\_

Job Title: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Primary Contact if different from Applicant: \_\_\_\_\_

Tel: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Business Name:** \_\_\_\_\_

Off Airport Business Location: \_\_\_\_\_

Sublease from: \_\_\_\_\_

Number of Rental Vehicles: \_\_\_\_\_ Number of Shuttle Vehicles: \_\_\_\_\_

If not year-round activity, list months of operation: \_\_\_\_\_

\_\_\_\_\_

## **Off Airport Rental Car Fees**

### **1. Annual Company Permit:**

- **\$240.00** per year, plus applicable shuttle fees

### **2. Shuttle Fees:**

In addition to the Annual Company permit, the following fees are required annually for each shuttle:

- **Shuttle 1 through 5:        \$120.00 per shuttle**
- **Shuttle 6 and above:       \$ 60.00 per shuttle**

Shuttle Vehicle Permit decals will be assigned to each shuttle of a company issued an Off Airport Rental Car Activity Permit ("Permittee"). Decals will be permanently affixed to each vehicle and are not transferable. All Permittee vehicles shall only utilize Zone 4 or Zone 5 in the Commercial Lane to pick up or meet a customer, or to complete a transaction. Permittee shall not utilize the public parking lot to park vehicles for the purpose of meeting, picking up, or dropping off a customer:

	<b>Shuttle Vehicle License #</b>	<b>Decal #</b>
1		
2		
3		
4		
5		
6		
7		

- 3. Access Fee:** 10% of revenue generated from Airport pickups. Gross revenue for off airport rental car companies shall mean time and mileage charges for the rental of vehicles.

**Records and Payment of Fees:** Applicant hereby agrees to keep and maintain such records, reports and accounts as are deemed reasonable and necessary by the City to ensure proper payment of fees provided for in the City of Palm Springs Comprehensive

Fee Schedule. Applicant further agrees to make such records available for inspection and audit by the City of such agents as the City may designate. Applicant agrees to submit written proof to the Airport of all gross receipts (time and mileage) at the time payment is due, accompanied by a statement certified by an officer of the company attesting to the accuracy of percentage payments due the Airport. A sample report form is attached to the application.

**Percentage payments made out to the City of Palm Springs and monthly reports are due in PSP Administration no later than the fifteenth (15<sup>th</sup>) of each month for the prior month and should be submitted to:**

Palm Springs International Airport  
3400 E. Tahquitz Canyon Way, Suite 1  
Palm Springs, CA 92262

## **Off Airport Rental Car Activity Application** **Calendar Year Permit**

The Applicant hereby requests that the privilege to conduct Off Airport Rental Car Activities at the Palm Springs International Airport be granted to the Applicant by the City of Palm Springs and, in consideration of this request being granted, agrees to the following:

- **FEE PAYMENT:** The Applicant agrees to pay all applicable rents, fees, and other charges including late fees, interest, and penalties without offset of any kind whatsoever.
- **PERMIT LIMITATIONS:** This permit may not be assigned or transferred and is limited to engaging in the approved Activity in the location designated and only for the time specified in this Permit.
- **INFORMATION CHANGES:** The Applicant shall notify the Director of Aviation in writing within fifteen (15) days of any change to the information submitted in this application.
- **INSURANCE:** The Applicant shall maintain all required insurance coverage pursuant to the Airport's Minimum Standards.
- **INDEMNIFICATION:** The Applicant shall indemnify the City of Palm Springs pursuant to the Airport's Minimum Standards.
- **COMPLIANCE WITH REGULATORY MEASURES:** The Applicant shall comply with all applicable federal, state, and local Regulatory Measures, including the Airport's Minimum Standards, Rules and Regulations, Lease/Rates and Charges Policy, and Development Guidelines, all as may be amended from time to time.

The Airport's Minimum Standards are included herein by reference and can be found at [www.palmspringsairport.com](http://www.palmspringsairport.com). If, at any time, the Applicant does not comply with all the terms and conditions of this Permit, the Permit shall be invalid and terminated. The undersigned Applicant certifies that he/she is authorized to sign for the business and agrees to abide by all of the terms and conditions under which this request is being granted.

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Applicant Signature

Date

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Applicant Printed Name

Title

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**\*\* For Palm Springs International Airport Administration Use Only \*\***

Application Received by Airport:

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

- ☐ Current City of Palm Springs Business License – copy attached
- ☐ Current Insurance Certificate – copy attached
- ☐ Copy of Sublease if applicable – attached
- ☐ Shuttle Vehicles permit fees paid
- ☐ Annual Permit Fee Paid: Amount \$\_\_\_\_\_ Check #\_\_\_\_\_ Date\_\_\_\_\_

Permit valid for one calendar year:

☐ Permit valid from \_\_\_\_\_ to \_\_\_\_\_

Permit approved by: \_\_\_\_\_ Date \_\_\_\_\_  
(Executive Director of Aviation or Designee)

**Off Airport Rental Car Concession**  
**Statement of Gross Revenue with Access Fee Computation**

**COMPANY NAME:** \_\_\_\_\_

The following statement reports Gross Revenue and computes the Access Fee under our agreement with the City of Palm Springs:

**For the Month of:** \_\_\_\_\_ **Year:** \_\_\_\_\_

Daily or Time Charges \_\_\_\_\_

Mileage Charges \_\_\_\_\_

Less Discounts \_\_\_\_\_

Net Daily Time, Mileage \_\_\_\_\_

TOTAL GROSS REVENUE..... \$ \_\_\_\_\_

ACCESS FEE @ 10%..... \$ \_\_\_\_\_

**AMOUNT PAID**..... \$ \_\_\_\_\_

Off Airport Companies pay 10% of gross revenue for airport pickups.

Gross Revenue for off airport rental car companies shall mean time and mileage charges.

I hereby certify that the information provide herein to the City of Palm Springs is complete, true and correct.

Signature: \_\_\_\_\_ Tel: \_\_\_\_\_

Title: \_\_\_\_\_ Fax: \_\_\_\_\_

Date: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Please e-mail this report to [pspmmonthlyreporting@palmspringsca.gov](mailto:pspmmonthlyreporting@palmspringsca.gov) as soon as possible after the end of each month, and mail original report with payment to assure receipt by the 15<sup>th</sup> of each month to: Palm Springs International Airport, 3400 E. Tahquitz Canyon Way, Suite 1, Palm Springs, CA 92262.**

**Address questions to: Airport Administration (760) 318-3816**