

**Instructions:**

- Complete and return to Customer Service Centre at Union Station, or mail to:  
GO Transit, Reserved Parking, 140 Bay Street, Toronto, Ontario M5J 2L5.  
Upon acceptance of your application, GO Transit shall provide a copy of this Reserved Parking Request Agreement to you by mail, along with confirmation of your reserved parking space no. and effective date.
- GO Transit shall have the right, exercisable in its discretion, to reject any application.
- All Reserved Parking Request Agreements begin on the **1<sup>st</sup> day of the month**.  
Applications must be received at the Customer Service Desk at Union Station by the **15<sup>th</sup> day of the month prior to commencement**.
- Fill out **all** required information including a **valid** e-mail address account.
- Read the Terms & Conditions on the back of this form** – it contains important information regarding your rights and obligations.
- Don't forget to sign this form.

For Office Use Only
Space no. (assigned by GO Transit)
Effective Date:
Date required:

**Please complete all sections below. Faxes or PDF files are NOT accepted.**

Surname (please print)	First Name (please print)		
Street no. and name	City	Postal code	
Home Telephone number	Business Telephone number	Ext #	
Mobile Telephone number	<b>* E-mail address - Must be completed for the credit card payment option</b>		
Station location	<input type="checkbox"/> Northeast	<input type="checkbox"/> Northwest	<input type="checkbox"/> NE Bus Loop (Oakville only)
	<input type="checkbox"/> Southeast	<input type="checkbox"/> Southwest	
Licence plate number(s) (maximum of four)			

1.	2.	3.	4.
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**Spaces are provided for an initial term of 6 months and thereafter will be provided on a month-to-month basis. The following payment options are available:**

**Payment method - Check ONE of the following boxes:**

<input type="checkbox"/> Pre-Authorized Credit Card withdrawals (\$70.00 per month)	<input type="checkbox"/> Pre-Authorized Credit Card withdrawals for \$420.00 (semi-annual fee)	<input type="checkbox"/> Pre-Authorized Credit Card withdrawals for \$840.00 (annual fee)
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**\* The Reserved Parking Office will contact you at the e-mail address provided to activate the credit card payment option you have selected.**

\*\* "Credit Card" refers to credit cards currently accepted by GO Transit (Visa, Mastercard and Amex). For further information visit [www.gotransit.com](http://www.gotransit.com)

<input type="checkbox"/> Pre-Authorized Debit (bank withdrawal) (\$70.00 per month)	<input type="checkbox"/> Pre-Authorized Debit (bank withdrawal) for \$420.00 (semi-annual fee)	<input type="checkbox"/> Pre-Authorized Debit (bank withdrawal) for \$840.00 (annual fee)
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**Only personal Pre-Authorized Debits (PADs) are permitted.**

Bank / Institution Name	Address	Telephone No.
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Type of Account	Bank No.	Transit No.	Account No (Note: line of credit or credit card cheques not accepted)	<input type="checkbox"/> Void cheque attached
<input type="checkbox"/> Savings <input type="checkbox"/> Chequing				

Payment Receipt required:  No  Yes, picked up at Union Station **HST # 872737671 \* Prices include HST**

By the evidence of my signature, I hereby acknowledge and agree to the terms set out on reverse and, if applicable, authorize the amount set out above to be charged to my credit card number or debited from the specific bank account as noted here:

<b>Signature of Applicant</b>	<b>Authorized cardholder signature (if different from applicant)</b>	<b>Date</b>
		D   D   M   M   Y   Y

**IF YOU HAVE QUESTIONS...** To make an enquiry, please call 416-869-3600, ext. 7275 (PARK) between 9:00 a.m. & 5:00 p.m., Monday through Friday or email [reservedparking@gotransit.com](mailto:reservedparking@gotransit.com).

**Important - Please read reverse** 

In this Reserved Parking Request Agreement, a reference to "GO Transit" is a reference to Metrolinx, a corporation continued under the *Metrolinx Act, 2006*. Pursuant to Section 39(2) of the *Freedom of Information and Protection of Privacy Act*, you are hereby notified that your personal information is being collected for the purpose of providing you with a reserved parking space. The legal authority for this collection is the *Metrolinx Act, 2006*. Questions about this collection should be addressed to the Manager, Station Operations (Central), 140 Bay Street, Toronto, Ontario M5J 2L5, telephone (416) 601-2233.

## Reserved Parking Request Agreement – Terms and Conditions

In consideration of the service provided by Metrolinx (referred to herein as "GO Transit" or "Metrolinx") pursuant to this Reserved Parking Request Agreement (the "Agreement"), you, the customer, accept and agree to the following:

1. Your use of the reserved parking spot is at your sole risk and GO Transit will not be liable for any loss, injury or damage caused to persons using the reserved parking spot or to automobiles or their contents or any other property. You agree to hold GO Transit harmless and release GO Transit from any loss, liability, cost, claim, damage or expense which may be suffered by you, or any person for whom you are in law responsible, for personal injury or property damage (including loss or damage to your vehicle or any of its contents) arising from or in any way connected with this Agreement. You agree that you will indemnify and hold GO Transit harmless from any loss, liability, claim, damage or expense sustained by or made against GO Transit in connection with your use or misuse of reserved parking.

2. In addition, you acknowledge that your rights are limited by Metrolinx By-law No. 2, which states: "It is a term and condition of every ticket or pass issued by the Authority that the Authority, its employees and agents, are not responsible for loss of, or damage to, property of passengers carried on the transit system" and the foregoing provisions shall apply to services provided under this Agreement.

3 (a). This Agreement shall be effective as of the effective date specified by GO Transit on the application and shall continue for a period of 6 months. Following expiration of the initial 6-month term, this Agreement shall automatically renew on a month-to-month basis until terminated as provided in paragraph 3(b) or (d).

(b) Following the expiration of the initial 6-month term, you may terminate this Agreement at any time by providing not less than one full calendar month's notice in writing to GO Transit. GO Transit shall not provide refunds with respect to any partial month(s).

(c) Should you cancel this Agreement prior to the expiration of the initial 6-month term, you acknowledge and agree that: (i) you shall provide not less than one full calendar month's notice in writing of such cancellation; (ii) you shall be charged a fee of \$100 (which amount is a reasonable pre-estimate of GO Transit's damages and not a penalty); and (iii) GO Transit will not accept any other application from you for six months after the termination date. GO Transit shall not provide refunds with respect to any partial month(s).

(d) GO Transit shall have the right to suspend or terminate this Agreement at any time (including during the initial 6-month term), without liability, by providing notice to you in accordance with Section 15.

4. The use of the reserved parking spot must be incidental to the use of the GO Transit system. No vehicle shall park in the reserved parking spot for a period of more than 48 hours. Reserved parking spots are available for use Monday to Friday, excluding holidays. Only one vehicle may be parked in the reserved parking spot at any one time.

5. GO Transit reserves the right, on a temporary or permanent basis, to relocate reserved parking spots from one designated area of the station or terminal to any other designated area of the said station or terminal. Spots are assigned as they are available. GO Transit cannot guarantee that specific parking spot preferences will be assigned.

6. In the event you request to transfer to another spot within the same location or another GO Station location, GO Transit shall permit one transfer free of charge. GO Transit shall charge an administration fee of \$35.00 for each additional transfer request. Transfers will be accommodated only as spots are available.

7. The permit is not transferable. Only vehicles belonging to individuals living in the same household and identified on the application are permitted to use your reserved parking spot. Any assignment, renting, or subletting of, or any attempt to assign, rent or sublet, a reserved parking

spot is expressly prohibited and will result in immediate termination of this Agreement pursuant to Section 3(d).

8. If you arrive at the station and find an unauthorized vehicle is in your reserved space, you may park in the Kiss 'n' Ride lanes provided you do not impede or block other vehicle(s). You must notify the Station Attendant, or Transit Enforcement after 9:00 a.m. at (905) 803-0642.

9. In the event that any payment made under this Agreement is not honoured by a financial institution or credit card company, in addition to any other right or remedy available to GO Transit under this Agreement, GO Transit shall charge a returned payment administration fee of \$35.00 for each dishonoured or returned payment.

10. The cost of a reserved spot is \$70.00 per month (including HST). You agree to pay such amount to GO Transit in accordance with the payment option selected by you on the application.

11. GO Transit may from time to time unilaterally change any of the terms of this Agreement (including but not limited to the fees payable for reserved parking) by providing you with at least 30 days notice, provided in accordance with Section 15.

12. You hereby covenant and agree that all information provided on the application form is correct and that you will notify GO Transit immediately, in writing to GO Transit Union Station, 140 Bay Street, Toronto, Ontario M5J 2L5 Attention: Reserved Parking, in the event of any change to the information provided.

13. If you have selected payment by pre-authorized debit, the following additional terms and conditions shall apply:

(a) You hereby authorize GO Transit and the financial institution designated to begin deductions as per the instructions noted on reverse. The authority to deduct amounts from the financial institution designated shall remain in effect until GO Transit receives written notification from you of its change or termination. This notification must be provided to the address indicated in Section 12, and must be received at least 15 business days before the next debit transaction is scheduled to occur. To obtain a sample cancellation form, or for more information on your right to cancel a pre-authorized debit, you may contact your financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca). Please note that this section applies to change or termination of a pre-authorized debit only. The requirements with respect to cancellation of this Agreement can be found in Section 3(b).

(b) You have certain recourse rights if any debit does not comply with this Agreement. For example, you have the right to receive reimbursement for any debit that is not authorized or is not consistent with this Agreement. To obtain more information on your recourse rights, contact your financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).

14. If you have selected payment by pre-authorized debit or by credit card, the following shall apply:

(a) GO Transit shall make reasonable efforts to process pre-authorized payments, as and if applicable, on the first business day of each month; however, GO Transit may experience delays in processing and/or may be required to process additional amounts payable by you in accordance with the terms and conditions of this Agreement. You hereby covenant and agree that the account referred to on the application form is in good standing and shall at all times contain sufficient funds to cover the cost of pre-authorized payments under this Agreement and any other charges as they become due and payable.

15. All notices which GO Transit shall be required to provide to you shall be in writing and may be delivered by e-mail or regular mail (to the address specified on the application or to such other address as you have provided to GO Transit in accordance with Section 12). Notwithstanding the foregoing, notices with respect to service disruptions or temporary changes to reserved parking may be delivered by placing such notices on the windshield of your vehicle.

16. The terms of this Agreement shall be governed by and interpreted in accordance with the laws of the Province of Ontario.