Bike valet is a great way to encourage bicycling by providing free secure bike parking. You have probably seen bike valet at events like Balloon Fiesta, Summerfest, Globalquerque, State Fair, and many more. In partnership with local organizations and businesses like Esperanza Community Bike Shop, Sport Systems, and NM Touring Society, BikeABQ has been supporting bike valet in our community for years.

Did you know that anyone can provide bike valet for any event? BikeABQ can help you organize a successful bike valet by providing guidance and resources, helping you get racks, and promoting your event. This document will help you understand what bike valet is, how it works, and how to bring it to your next event. If you are interested and have other questions or want to get started, please contact board@bikeabq.org.

**What is bike valet?**
Bike valet is temporary secure bike parking that can be set up for any event. Bike valet should be operated by volunteers or paid staff who check in bikes, store them safely, return bikes to people when they are ready to leave, and ensure that all of the bikes are safe and make it back to their owners!

**What do I need to provide bike valet at my next event?**
Bike valet can be customized to fit any event. BikeABQ is happy to help you figure out the details of how to make bike valet work for you, but here are a few things you need for most bike valets:

- A *dedicated space*. Bike valet can be inside or out, but ideally the space should be enclosed in some way for security. Volunteers or staff should be able to see all bikes at all times.
- *Bike racks* allow you to keep bikes organized and safe from damage. The number that you need will depend on how many people you think will ride to your event. For more information about bike racks and how to set them up, see the Bike Rack FAQ at the end of this document.
- *Volunteers/staff*. Most bike valets are run by volunteers, but you can also pay staff. There should be at least 2 people at your bike valet at any given time. Depending on the length of your event, they may be there for the whole event or work in shifts.
• **Tickets/markers.** You should put a unique marker on each bike so that all riders can retrieve their own bike. We often use tickets that come in pairs, but you could also use playing cards. You may want to collect a name and phone number for each rider in case they don’t pick up their bike in time.

• **General supplies.** Tape or zip ties can be used to secure tickets to bikes. Pens, markers, and scissors are good to have around and it’s good to provide a table and chairs for volunteers in a cool, shady spot.

• **Advertising.** Make sure that flyers, websites, and social media pages about your event advertise bike valet availability so that people know that their bikes will be safe while they enjoy your event!

**What is BikeABQ’s role?**

BikeABQ is a nonprofit bicycle advocacy organization that has been active in Albuquerque since 1999. Our mission is to increase the number of cyclists in Albuquerque, and bike valet is one way to further that mission. We have been involved with organizing Balloon Fiesta bike valet, which allows thousands of people to bike to the fiesta, since 2009. We also help other organizations and events provide bike valet. We have helped bring bike valet to Globalquerque, the State Fair, and other local events, including festivals and gallery openings.

We’ve got a lot of bike valet experience under our belts and we want to see it grow, so we will work with interested event organizers to provide the resources necessary to make bike valet happen at more events! BikeABQ can help you determine what resources you need to provide and promote bike valet.

**How much does it cost to provide bike valet?**

In order to encourage and maximize the impact of bike valet, it is best to provide it for free. Luckily, it is very inexpensive. There are bike racks available to anyone in the community for free.* If you recruit volunteers to staff bike valet, you might want to provide them with something to thank them for their time. Water and snacks are nice, and if possible, event admission, t-shirts, or other swag related to the event are a great bonus! Beyond that, you will just need to provide the general supplies listed above.

*BikeABQ, Sport Systems, and other local organizations have contributed to making racks available to the community at no cost. If racks are not returned or are damaged to the extent that they become unusable, we reserve the right to charge the borrower a replacement fee so that bike valet can continue to be an option for events and organizations in our community

**Is bike valet safe?**

Bicycles cannot be locked to the bike racks that we use for bike valet, so security depends on design and staffing. Damaged or lost bicycles at any event make bike valet less trustworthy for all events, so please take security very seriously. We *strongly* recommend that you ensure that the bikes are watched and secure throughout your event! *BikeABQ is NOT liable for any damaged or stolen bicycles or bicycle parts.*

**Is bike valet a year-round option?**

Albuquerque’s climate is great for biking (and bike valet) almost year-round! However, please note that we use most of the available racks during Balloon Fiesta (early weeks of October) and Bike Swap (our annual fundraiser, generally at the end of April), so it may be more difficult to get racks during those times.

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BikeABQ is a volunteer-led 501(c)3 organization in Albuquerque, NM. Our mission is to increase the number of bicyclists in Albuquerque for transportation, health, and recreation. To support our efforts to promote cycling, including support for bike valet, please consider making a donation to BikeABQ! Donations can be made online at: [http://www.bikeabq.org/donatevolunteer/make-a-donation/](http://www.bikeabq.org/donatevolunteer/make-a-donation/)

Your support is greatly appreciated!
Bike Valet Rack FAQ

Do you have an event coming up that would benefit from bike valet? Bike racks are an important element of successful bike valet. This FAQ will help you design and set up bike racks for your bike valet.

Where can I get bike racks?
Bike racks are stored at Sports Systems (6915 Montgomery NE, Albuquerque, NM 87109). When you decide to do bike valet and have a date for your event, you can call them at (505) 837-9400 to arrange pickup. When you call, ask to speak with someone in the bicycle department. When you pick up your racks, they will have you fill out a form with your contact information, date of pickup, and quantity of racks borrowed.

What do the bike racks look like and how do they work?
Each bike rack uses a round steel tubing with four legs and the bike hangs by the seat (see illustration, left). Each bike rack can safely hold 10-12 bikes. Bikes with kickstands can be stored off of the racks, which helps increase capacity. The racks are easy to transport because they are collapsible, but keep in mind that they are 10 feet long, so you will need an appropriate vehicle to transport them.

Is it possible to secure bicycles to the racks?
No, it is not. The bicycles essentially rest on the racks by their seat. Bike valet security is based on the setup of the valet areas and the diligence of volunteers/staff.

How do I arrange the racks?
How you set up your bike valet will depend on the space you have available. Below is an example of how you can arrange the racks for secure bicycle storage. This example is for a larger event but the same model can easily be scaled up or down to fit your needs. BikeABQ can help you determine how much space you need and how to arrange racks if you need help.