



PARKING AND TRANSPORTATION OFFICE
2500 WEST NORTH AVENUE
132 Talon Center
BALTIMORE, MD 21216
410.951.3556

Bus Request Form	
Event Title:	
Event Date:	
Number of guests to transport:	
Day of Contact Person (provided to driver):	Contact #:

Starting Pick Up Time (specify am/pm):

Pick Up Address and/or Location:

Destination Address and/or Location:

Returning Pick Up Time (specify am/pm):

Returning Drop off Address and/or Location:

Additional Notes:

Disclaimer:

Submission of this request does not guarantee the availability of a reservation. Requests received less than 10 business days in advance may not be able to be filled. Services are generally provided by an outside vendor, so reservations need to be confirmed and secured within 3 days of the received quote. If cancellation requests are not made in a timely manner, you may be responsible for up to the full amount of the charter.