



2018
Application for 1-30 Day Commercial Use
of Lands & Trails Owned by the
City and Borough of Juneau (CBJ)
Parks & Recreation Department
Title 11 Part 1 Chapter 01

\$150.00 APPLICATION FEE

This application requests access to and use of CBJ Parkland for commercial use for up to 30 consecutive days. Permit is site specific and cannot be issued more than once a year. This application is submitted with documents listed below and \$150 application fee to the Director of Parks & Recreation, CBJ Parks and Recreation Office, Room 218, 155 S. Seward Street, Juneau AK 99801. *A separate application and fee must be completed for each site.*

Applicant Information

Legal Business Name: _____

Form of Business Organization: Sole Proprietorship Partnership Corporation Other: _____

Business Address: _____

Name of Owners(s) and/or Partner(s): _____

Address: _____

Phone Number: _____

Email Address: _____

Name of Registered Agent(s): _____

Contact Information for above: _____

Local Mailing Address: _____

Local Contact Name/Title: _____

Local Email Address: _____

Local Phone Number(s): _____

Required Attachments: You must provide the following documents with this application:

- A.** Description of proposed business (Business Plan) with a map of the location of each proposed use;
- B.** Description of mode of transportation to the site and proposed parking plans with a statement of any additional accommodations or improvements might be needed for the proposed use (statement of how customers will be dropped off and picked up). *Per Title 11, CBJAC 01.080(b) (12), all vehicles under the ownership or control of the permittee shall be lawfully parked while the permit holder is engaged in permit activities;*
- C.** Estimate of total number of participants expected to use a given site each visit, with a schedule and calendar indicating which days and times, and length of time;
- D.** Schedule of fees and charges to customers and a description of any collection, disbursement, royalty, commission or similar arrangements with others including tour brokers, agents, or cruise ship companies;

- E. Description and license plate numbers of each vehicle to be used in the activity;
- F. **\$150 Non-refundable application fee.** Attachment A displays the additional per-person fee which will be charged for each month of use;
- G. Certificate of Insurance as required per Attachment B. **Note: Prior to issuance of a permit, the applicant must submit a Certificate of Insurance and the required amendatory policy endorsement showing the permittee has obtained the necessary insurance in the types and amounts listed in the permit conditions.**

INDEMNIFICATION:

Applicant agrees to defend, indemnify, and hold harmless City and Borough of Juneau (“CBJ”), its employees, volunteers, consultants, and insurers, with respect to any action, claim, or lawsuit arising out of or related to the Applicant's performance of this agreement, without limitation as to the amount of fees, and without limitation as to any damages, cost or expense resulting from settlement, judgment, or verdict, including the award of attorneys' fees even if in excess of Alaska Civil Rule 82. This indemnification agreement applies to the fullest extent permitted by law and is in full force and effect whenever and wherever any action, claim, or lawsuit is initiated, filed, or otherwise brought against CBJ relating to this agreement. The obligations of Applicant arise immediately upon notice of any action, claim or lawsuit. CBJ shall notify Applicant in a timely manner of the need for indemnification, but such notice is not a condition precedent to Contractor’s obligations and is waived where the Contractor has actual notice.

Additional Information as available: Include in your business plan an emergency evacuation process.

Important: An incomplete application will not be considered. It is the applicant's responsibility to provide all requested information with this application. Applicants will not be notified if an application is incomplete.

If during initial staff review the area of proposed use is subject to Planning Commission review under Title 49 of the City Land Use Code, the operator may be required to obtain a Recreational Use Permit before permission to use the area will be granted.

Certification - Business is subject to review for tax status in good standing. I certify that I am current on CBJ sales tax and CBJ property tax and hereby give CBJ permission to check on the status of such:

X _____
Owner Signature/Date

I certify that I have no outstanding judgements to the CBJ and hereby give CBJ permission to check on the status of such.

X _____
Owner Signature/Date

Applications will be processed within 20 business days of receipt.

<i>Parks and Recreation Staff Use Only:</i>		
Received By: _____	Date: _____	Receipt: _____