



2022

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

***1-Year Commercial Use Permit  
\$250.00 APPLICATION FEE***

This application requests access to and use of CBJ Parkland for commercial use, with paying customers for the 2022 season. This application is submitted with documents listed below and \$250 application fee to the Director of Parks & Recreation, CBJ Parks & Recreation, 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): \_\_\_\_\_

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. **TBMP Membership** (email Kirby Day at [kday@HAGroup.com](mailto:kday@HAGroup.com) for a free membership);
- G. **\$250 Non-refundable application fee.** Attachment A displays the additional \$3.50 per-person fee which will be charged for each month of use;
- H. Certificate of Insurance as required per Attachment B. ***Note: Prior to issuance of a permit, the applicant must submit a Certificate of Insurance 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.

**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 reviewed and processed within 3 weeks of receipt.

**OFFICE USE ONLY**

Received by\_\_\_\_\_ Date\_\_\_\_\_ Receipt #\_\_\_\_\_

Taxes Submitted\_\_\_\_\_ Taxes Approved\_\_\_\_\_ Insurance Approved\_\_\_\_\_

## ATTACHMENT B – INSURANCE REQUIREMENTS

### **INSURANCE REQUIREMENTS - Proof of insurance is required before the issuance of the Permit.**

The Applicant shall provide evidence of coverage in the form of a certificate of insurance with a **carrier or carriers satisfactory to CBJ** covering injury to persons and/or property suffered by CBJ or a third party, as a result of operations under this permit by the Applicant or by any subcontractor. This coverage will also provide protection against injuries to all employees of the Applicant. Insurance carriers providing coverage shall have an “A.M. Best rating” of at least an “A-VII”. During the performance of work under this contract, the Applicant shall maintain the approved insurance in force at all times. The Applicant shall provide, as a minimum, the following insurance:

- **Commercial General Liability Insurance:** Such insurance shall cover all operations by, or on behalf of, the Applicant providing insurance for bodily injury and property damage liability including coverage for premises and operations, products and completed operations, contractual liability, broad form property damage, and personal injury liability. Coverage shall be written on an occurrence based form. The minimum limits of liability shall be:
  - \$1,000,000 each occurrence
  - \$2,000,000 General Aggregate

**The City and Borough of Juneau shall be named as an Additional Insured for this policy. Certificate(s) of insurance shall include all appropriate insurance policy endorsements.**

- **Business Automobile Insurance:** \$1,000,000 per accident combined single limit covering owned, non-owned and hired automobiles.
- **Workers’ Compensation Insurance:** Applicant, if subject to the provisions of the Alaska Workers’ Compensation Act (AS 23.30), will provide with this application proof, furnished by the insurance carrier, of current coverage for workers’ compensation with an insurance company or association authorized to transact such business in the State of Alaska, or an approved current certification of self-insurance by the Alaska Workers’ Compensation Board. Applicant further acknowledges and agrees that in the event it fails to maintain proper workers’ compensation coverage, the State will implement the provisions of AS 23.30.045(c) and City, at its option, may terminate this permit for cause without liability.
  - The coverage shall include Employer’s Liability Protection in the amount of:
    - \$100,000 per accident, \$500,000 policy limit, \$100,000 each employee.