

PARKS & RECREATION COMMERCIAL USE APPLICATION



Primary Contact

Name _____

Title _____

Phone _____ Email _____

Business Information

Legal Business Name _____

☐ Sole Proprietorship ☐ Partnership ☐ Corporation ☐ LLC ☐ Other _____

Business Address _____

Phone _____ Email _____

Business Owner(s) Contact Information

Name _____ Name _____

Phone _____ Phone _____

Email _____ Email _____

Payment Information

Accepted: Visa
MasterCard
Discover

NON-REFUNDABLE APPLICATION FEE \$250

☐ Credit Card is present ☐ Cash ☐ Check
☐ Card is not present, use information below ☐ Call to make payment

Name on Card _____

Credit Card Number _____

Expiration Date _____ CVC _____

Card Holder Signature _____

GENERAL INFORMATION

This application requests access to and use of lands & trails managed by the City and Borough of Juneau Parks & Recreation Department (11 CBJAC 01.010) for commercial use with paying customers. This application is submitted with all required documents listed below and the \$250 application fee to the main office of Parks & Recreation or emailed to Lauren.Verrelli@juneau.gov. A separate application and fee must be completed for each location.

An incomplete application will not be considered. It is the applicant's responsibility to provide all requested information at the time of application. Applications will be reviewed and processed within three weeks of the regular application closing date or within three weeks of being received if during the late application period.

PERMIT FEES & CHARGES

- \$250 non-refundable application fee
- Application received after the regular application period will be subject to a \$250 late fee
- A fee of \$3.50 per guided person on CBJ parkland shall be paid to the department by the 15th day of each month for the prior months usage.

USE & SERVICES

Location: _____

Activity: _____

Describe the proposed use and services to be provided: _____

_____*PLEASE INITIAL* I will attach a map showing the proposed use area.

TRANSPORTATION & PARKING

What is your mode of transportation to the permitted location? _____

Where will customers be dropped off/picked up at the permitted location? _____

What is your proposed parking plan for vehicles and other modes of transportation? _____

Will additional accommodations or site improvements be needed (i.e. cones, signage, safety improvements)? If so, please describe: _____

_____*PLEASE INITIAL* I will attach a map showing the proposed parking plan and where customers will be dropped off/picked up.

DRIVER & VEHICLE INFORMATION

Vehicle information (add an attachment if needed)

Make _____

Model _____

Color _____

Plate # _____

_____*PLEASE INITIAL* I will provide copies of current driver's licenses for all drivers by April 15. Copies can be emailed to Lauren.Verrelli@juneau.gov or delivered to the Parks & Recreation office.

CUSTOMERS

Estimated total number of customers for the entire season: _____

Group size for each tour: _____

Tour length: _____

What is the proposed tour schedule? Include which days and the start and end time of the tours: _____

TOUR FEES & CHARGES

What are you charging for the tour? _____

Describe any collection disbursement, royalty, commission or other similar arrangements with other entities including tour brokers, agents, or cruise ship companies: _____

TBMP MEMBERSHIP

Email Elizabeth.Arnett@traveljuneau.com for a free membership.

_____*PLEASE INITIAL* I will attach a copy of my business's TBMP Agreement.

TAXES

_____*PLEASE INITIAL* 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.

INSURANCE REQUIREMENTS

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.

INSURANCE REQUIREMENTS (CONT'D)

- **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:
 - \$1,000,000 per accident
 - \$1,000,000 policy limit
 - \$1,000,000 each employee

PLEASE INITIAL Proof of insurance with all applicable endorsements will be submitted at the time of application.

WAIVER & RELEASE

NOTICE: Occasionally, Parks & Recreation photographs participants enrolled in recreation programs, events, or on Parks & Recreation property. These photographs are used for Parks & Recreation purposes only and may be included in future Parks & Recreation media. Your presence is your consent, without compensation from Parks & Recreation or the City and Borough of Juneau, to use your likeness.

INDEMNIFICATION: To the fullest extent permitted by law, the Contractor agrees to defend, indemnify, and hold harmless CBJ, its employees, volunteers, consultants, and insurers, with respect to any action, claim, or lawsuit arising out of or related to the Contractor's performance of this contract without limitation as to the amount of fees, and without limitation as to any damages, cost or expense resulting from settlement, judgment, or verdict, and includes the award of any attorney's 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 contract. The obligations of Contractor arise immediately upon actual or constructive notice of any action, claim, or lawsuit. CBJ shall notify Contractor in a timely manner of the need for indemnification, but such notice is not a condition precedent to Contractor's obligations and may be waived where the Contractor has actual notice.

I certify the information contained in this application is true to the best of my knowledge. As group representative, I hereby agree to take responsibility to inform and assure that all group members follow the above rules and the Recreation Area Ordinance of the City and Borough of Juneau. (Chapter 67.01, available upon request.)

Printed Name: _____ Date: _____
Business Owner

Signature: _____
Business Owner

OFFICE USE ONLY

Received by: _____ Date Received: _____ Receipt # _____ Season _____