



**COMMERCIAL USE AUTHORIZATION
Information and Application Package**

Information and Application Package Contents

- I. Commercial Use Authorization Information and Instructions**
- II. Sample Commercial Use Authorization**
- III. Application for Commercial Use Authorization or Special Use Permit***
- IV. Business Information Form and Statement of Experience***
- V. Payment Voucher***

*(*Forms may be filled in on a computer and printed for mailing)*

Commercial Use Authorization Information and Instructions

What is a Commercial Use Authorization?

Public Law 105-391, Section 418, which was signed in 1998, provides for the issuance of Commercial Use Authorizations (CUA) to a private person, corporation, or other entity to provide certain commercial services for park area visitors. Commercial activities are generally prohibited in National Parks unless authorized by a CUA or concession contract. Prior to 2006, an Incidental Business Permit was used to authorize the type of activities that are now authorized under a CUA.

What types of activities are authorized in Great Smoky Mountains National Park under a CUA?

- ◆ Hiking and backpacking guide services
- ◆ Fishing guide services
- ◆ Photography guide services and workshops
- ◆ Certain commercial wedding activities
- ◆ Hiker shuttle services
- ◆ Guided tours
- ◆ Emergency road service and towing

What are the general requirements for the issuance of a CUA?

- ◆ The authorization is issued to a qualified person to permit the provision of suitable commercial services to park area visitors. (A qualified person is a person that the superintendent determines has the ability to satisfactorily carry out the terms of the CUA.)
- ◆ The superintendent determines that the commercial services: (a) will have minimal impact on the park area's resources and values; (b) are consistent with the purposes for which the park area was established; and, (c) are consistent with all applicable park area management plans, policies, and regulations.
- ◆ For in-park services (services originating and terminating within a park area), the annual gross receipts are estimated to be less than \$25,000; and the superintendent determines that the terms and conditions of the authorization require the commercial services and related activities to be undertaken in a manner that is consistent to the highest practical degree with the preservation and conservation of the resources of the park area.

For what length of time is a CUA issued?

- ◆ CUA effective on January 1
- ◆ CUA effective on date other than January 1

CUA term will be for 24 months, ending on December 31 of the following year. Subsequent terms will be for 24 months ending on December 31.

Initial CUA term will be from 13 – 23 months, ending on December 31 of the following year. Subsequent terms will be for 24 months ending on December 31.

What are the fees for a CUA?

- ◆ Application Fee
(non-refundable; payable when application is submitted)
- ◆ Cost Recovery Fee
(payable when signed CUA is returned to the Park)

\$200.00

\$360.00 for CUA with 24 month term **or**
\$15.00 per month of permit term for CUA issued for less than 24 months
(for example: \$240 for CUA term beginning September 1, 2009 and ending December 31, 2010)

How are fees determined?

The above fees are based on an estimate of the Park's costs per CUA for the management and administration of the CUA program. CUA fees are subject to change in the future if the park's costs for managing and administering this programs change.

Why does the park charge a fee for a CUA?

National Park Service policy requires the Superintendent to charge a reasonable fee for CUA's. The park retains these fees to help pay for the cost of management and administration of the CUA program.

What are the insurance requirements?

- ◆ General liability insurance
- ◆ Product liability insurance
- ◆ Automobile liability insurance*
**Required for any vehicles you will drive in the Park, regardless of whether customers will ride in these vehicles*
- ◆ Other Insurance
- ◆ Additional insured requirement

\$1,000,000 minimum coverage limits

\$1,000,000 minimum coverage limits (required if food service provided for clients)

\$300,000 (vehicle capacity 5 passengers or less)

\$500,000 (vehicle capacity 6 to 12 passengers)

\$750,000 (vehicle capacity 13 to 20 passengers)

\$1,500,000 (vehicle capacity 21 to 50 passengers)

Other insurance may be required for specialized types of activities and is specified in the CUA conditions.

The U.S. Government (*National Park Service, Great Smoky Mountains National Park, 107 Park Headquarters Road, Gatlinburg, TN 37738, Attention: Commercial Use Authorizations*) must be listed as an additional insured.

What are the other CUA requirements?

- ◆ The holder must comply with all of the general and specific conditions described in the sample CUA included in this application package. ***You should familiarize yourself with these conditions before applying for a CUA.***
- ◆ The holder must complete and submit a Commercial Use Authorization Survey to the Concessions Management Specialist by March 1 of each year for business you conducted in the Park the preceding year.

How long does it take to obtain a CUA?

You should anticipate that it will take at least 30 days for issuance of a CUA from the time your application is received by the park since there are several steps involved. The actual time required for issuance is dependant on how promptly you return required items and how carefully you follow instructions. Delays often occur because all the required paperwork is not returned promptly or because there are errors or omissions in items submitted. *If you provide an email address, we can email the CUA to you for your signature to save some time (Step 3 below).*

How do I obtain a CUA?

Step 1: Understand the CUA requirements before you apply

- Review these instructions and the sample CUA carefully to make sure you understand the CUA requirements.
- Contact Concessions Management Specialist Joel Ossoff with any questions:
Telephone (828) 497-1932
Email: Joel_Ossoff@nps.gov

Step 2: Apply for the CUA

If you wish to apply for a Commercial Use Authorization, submit the following items:

- Application for Commercial Use Authorization or Special Use Permit*
- Business Information Form and Statement of Experience*
- Payment Voucher*
- Check for non-refundable application fee in the amount of \$200.00, made payable to the National Park Service

(*Forms may be filled in on a computer and printed for mailing)

Mail the above items to:

**Great Smoky Mountains National Park
1194 Newfound Gap Road
Cherokee, NC 28719
Attention: Joel Ossoff**

Step 3: Return the signed CUA and other required items

Following approval of your application, a CUA will be returned to you for your review and signature. *If you provided an email address, we can email the CUA to you for your signature to save some time.*

Return the following items to the Park:

- Commercial Use Authorization: Pages 1 and 2 of the CUA with your signature on Page 2
- Certificate of Insurance documenting that the required coverage is in force and listing Great Smoky Mountains National Park as an additional insured (The ACORD certificate is a standard form used by the insurance industry.)
- Business licenses: Copy of any license or permit required by the city or county where your business is located
- Advertising: Copies of proposed print or internet advertising for the business activities you will conduct in the Park
- Payment Voucher
- Check for the cost recovery fee in the amount shown on the Payment Voucher, made payable to National Park Service

Step 4: Wait for the signed CUA

You are not done when you return the signed CUA to the park. Pages 1 and 2 of the CUA will be returned to you with the Superintendent's signature on Page 2. **You are not authorized to begin providing commercial services in the Park until you receive the CUA that has been approved by the Superintendent.**

Step 5: Review your CUA

Review the CUA conditions before you begin conducting business in the Park and make sure that any employees are also familiar with the CUA conditions.

Step 6: Begin providing commercial services in the Park

You are authorized to begin providing the commercial services specified in your CUA. Good luck with your business!

What are my responsibilities as a CUA holder?

◆ Carry a copy of the CUA

You and any employees must carry a copy of Pages 1 and 2 of the CUA at all times when you are conducting business in the Park.

◆ Comply with the CUA conditions

Your CUA may be revoked and/or you may become ineligible for issuance of a new CUA if you fail to comply with the CUA conditions.

◆ Keep good records for the CUA Annual Survey

- Review the Commercial Use Authorization Annual Survey that was sent with your CUA and familiarize yourself with the information you will need to submit later.
- Keep good records during the year to make it easy to complete your survey at the end of the year.

◆ Submit the CUA Annual Survey

Submit the Commercial Use Authorization Annual Survey by March 1 of each year for the preceding year. If you fail to return this Survey, you may lose your CUA and/or become ineligible for issuance of a new CUA.

◆ Submit insurance documents when policies change or renew

You are responsible for submitting new certificates of insurance whenever policies for the required coverage changes or the policies renew. Although your insurance company should send certificates automatically to the park as an additional insured, you should make sure that new certificates have been mailed to the park.

◆ Update Business Information Form as needed

Submit a new *Business Information Form* to the Concessions Management Specialist if any of the following change during the term of your CUA:

- Business name
- Business or individual name, address, telephone numbers
- Guide, employee, or associated business information
- Vehicle information

Who do I contact with questions?

Joel Ossoff
Concessions Management Specialist
Telephone: (828) 497-1932
Email: Joel_Ossoff@nps.gov

Does a non-profit organization need to obtain a CUA?

- ◆ A **non-profit organization** is not required to obtain a CUA to conduct activities in a park area (even if the activities would otherwise be subject to authorization by a CUA) if the non-profit organization does not derive taxable income from the activities.
- ◆ A non-profit organization may be required to obtain a Special Use Permit for these activities.
- ◆ If you represent a non-profit organization, submit all of the items listed in Step 2 above, along with a check payable to *National Park Service* for the \$50.00 application fee.
- ◆ Also submit documentation of your non-profit status, with respect to the activities for which you are applying, with the enclosed Application for Commercial Use Authorization or Special Use Permit.
- ◆ If we determine that you are a non-profit organization based on the documentation you submit, we will issue a Special Use Permit rather than a CUA.

Submit these items to the following address: (Special Use Permit Applications ONLY)

**Attention: Special Use Permits
Great Smoky Mountains National Park
107 Park Headquarters Road
Gatlinburg, TN 37738**

Who do I contact with questions regarding Special Use Permits?

Bob Wightman
Staff Park Ranger
Telephone: (865)436-1261
Email: Bob_Wightman@nps.gov

Form 10-114
Rev. 1/2004

UNITED STATES DEPARTMENT OF THE INTERIOR
National Park Service
Great Smoky Mountains National Park
COMMERCIAL USE AUTHORIZATION

1. Authorization Holder	Permit Number: <u>«Permit_number»</u>
Name	
<u>«First_Name» «Last_Name»</u>	Type of Use: <u>Commercial Services</u>
Organization	
<u>«Organization»</u>	Date Approved: <u>«Issue_date»</u>
Address	
<u>«Address1»</u>	Reviewed:
<u>«City», «State» «Zip»</u>	
Telephone Number Fax Number	
<u>«Phone»</u>	Expires: <u>«End_date»</u>

2. The holder is hereby authorized to use the following described land or facilities in the above named area:
«Park_location»

The area must be restored to its original condition at the end of the authorization.

3. The authorization begins at _____ (am/pm) on «Begin_date» (Month/Day/Year).

4. The authorization expires at _____ (am/pm) on «End_date» (Month/Day/Year).

5. SUMMARY OF AUTHORIZED ACTIVITY: (see attached sheets for additional information and conditions)
«Purpose»

X **Out- of- Park:** The commercial services described above must originate and terminate outside of the boundaries of the park area. This permit does not authorize the holder to advertise, solicit business, collect fees, or sell any goods or services within the boundaries of the park area.

 In-Park: The commercial service described above must originate and be provided solely within the boundaries of the park area.

6. Authorizing legislation or other authority: Section 418, P.L. 105-391 (16 USC 5966)

7. NEPA Compliance:
CATEGORICALLY EXCLUDED X EA/FONSI EIS OTHER APPROVED PLANS

8. APPLICATION FEE: Received X Not Required Amount \$200.00

9. LIABILITY INSURANCE: Required X Not Required Amount Per attached conditions

10. COST RECOVERY: Required X Not Required Amount «Administrative_Fee»

11. FACILITY USE FEE: Required Not Required X Amount

ISSUANCE of this authorization is subject to the conditions. The undersigned hereby accepts this authorization subject to the terms, covenants, obligations, and reservations, expressed or implied herein.

12. Signatures

Authorization Holder:	_____	_____	_____
	Signature	Title	Date
Authorizing NPS Official:	_____	Concessions Mgmt. Specialist	_____
	Signature	Title	Date
Authorizing NPS Official:	_____	Superintendent	_____
	Signature	Title	Date

CONDITIONS OF THIS AUTHORIZATION

1. The holder is prohibited from knowingly giving false information. To do so will be considered a breach of conditions and be grounds for revocation: [RE: 36 CFR 2.32(a)(3)].
2. The holder shall exercise this privilege subject to the supervision of the park area Superintendent. The holder shall comply with all applicable laws and regulations of the area and terms and conditions of the authorization. The holder must acquire all permits or licenses of State or local government, as applicable, necessary to provide the services described above, and, must operate in compliance with all applicable Federal, State, and local laws and regulations, including, without limitation, all applicable park area policies, procedures and regulations. The commercial services described above are to be provided to park area visitors at reasonable rates and under operating conditions satisfactory to the park area superintendent.
3. This authorization is issued upon the express condition that the United States, its agents and employees shall be free from all liabilities and claims for damages and/or suits for or by reason of any injury, injuries, or death to any person or persons or property of any kind whatsoever, whether to the person or property of the (holder), its agents or employees, or third parties, from any cause or causes whatsoever while in or upon said premises or any part thereof during the term of this authorization or occasioned by any occupancy or use of said premises or any activity carried on by the (holder) in connection herewith, and the (holder) hereby covenants and agrees to indemnify, defend, save and hold harmless the United States, its agents, and employees from all liabilities, charges, expenses and costs on account of or by reason of any such injuries, deaths, liabilities, claims, suits or losses however occurring or damages growing out of the same.
4. Holder agrees to carry general liability insurance against claims occasioned by the action or omissions of the holder, its agents and employees in carrying out activities and operations under this authorization. The policy shall be in the amount of \$1,000,000 and underwritten by a United States company naming the United States of America (**National Park Service, Great Smoky Mountains National Park, 107 Park Headquarters Road, Gatlinburg, TN 37738, Attention: Commercial Use Authorizations**) as additional insured. Holder agrees to have on file with the park copies of the above insurance with the

proper endorsements. In addition to general liability insurance, the holder agrees to carry the following liability coverage and provide the park with documentation as specified above:

- (a) Automobile liability to cover all owned, non-owned, and hired vehicles, in the following amounts, depending on passenger capacity:
 - (1) up to 5 passengers: \$300,000
 - (2) 6 to 12 passengers: \$500,000
 - (3) 13 to 20 passengers: \$750,000
- (b) Product liability in the amount of \$1,000,000 if food service is provided for clients
- (c) Watercraft liability in the amounts specified above for automobiles if watercraft will be used

5. Cost incurred by the park as a result of accepting and processing the application and managing and monitoring the authorization activity will be reimbursed by the holder. Administrative costs and estimated costs for activities on site must be paid when the authorization is approved. If any additional costs are incurred by the park, the holder will be billed at the conclusion of the authorization.

6. Benefit - Neither Members of, nor Delegates to Congress, or Resident Commissioners shall be admitted to any share or part of this authorization or derive, either directly or indirectly, any pecuniary benefit to arise therefrom: Provided, however, that nothing herein contained shall be construed to extend to any incorporated company, if the authorization be for the benefit of such corporation.

7. This authorization may not be transferred or assigned without the written consent of the park area Superintendent.

8. This authorization may be terminated upon breach of any of the conditions herein or at the discretion of the park area Superintendent.

9. The holder is not entitled to any preference to renewal of this authorization except to the extent otherwise expressly provided by law. This authorization is not exclusive and is not a concession contract.

10. The holder shall not construct any structures, fixtures or improvements in the park area. The holder shall not engage in any groundbreaking activities without the express, written approval of the park area superintendent.

11. The holder is to provide the park area superintendent upon request (and, in any event, immediately after expiration of this authorization) a statement of its gross receipts from its activities under this authorization and any other specific information related to the holder's operations that the park area superintendent may request, including but not limited to, visitor use statistics and resource impact assessments.

12. The holder is to maintain an accounting system under which its accounts can be readily identified within its system of accounts classification. This accounting system must be capable of providing the information required by this authorization. The holder grants the United States of America and the General Accounting Office access to its books and records at any time for the purpose of determining compliance with the terms and conditions of this authorization.

Attachment A

**SPECIAL PARK CONDITIONS
Guide and Hiker Shuttle Services
Guided Tours and Workshops**

1. Certain conditions contained herein are intended to assure that the activities authorized by the National Park Service are conducted with reasonable quality assurance. However, no judgment is made of the quality of the service by the National Park Service and none should be implied in advertising or other statements made to the public by the holder.
2. Copies of any written complaints regarding activities conducted under the authority of this Permit must be provided to the Park within a reasonable period of time after receipt by the holder. Likewise, the Park will provide copies of any written complaints received by it to the holder.
3. The holder will provide a list of guides and shuttle operators to the Superintendent. The use of guides or shuttle operators who have been convicted of violations of any state or federal natural resource laws or regulations is prohibited.
4. It is assumed that prudent business management will assure that guides are reasonably proficient in their field as demonstrated by past experience and/or training. The holder is encouraged to use the American Red Cross Standard First Aid Certificate (or equivalent) as a prerequisite qualification for guides. Though the Park requires no specific qualifications, it reserves the right to prohibit the use of specific guides within the Park should it document a lack of proficiency or misconduct by that guide. The Park will discuss perceived deficiencies with the holder and allow time for the correction of those deficiencies before barring any specific guide.
5. The holder will assure that persons within the Park in connection with this Permit are in compliance with applicable Park rules and regulations, e.g. in possession of a valid camping permit or fishing license. Any violation of applicable Park rules and regulations by any client under circumstances which are under the reasonable control of the holder will be grounds for revocation of the Permit.
6. Nothing in this Permit exempts the holder from any Park regulations or other applicable laws or regulations. The holder is reminded that all natural features within the Park are protected.
7. Overnight backpacking trips are limited to a maximum of eight (8) persons per party, regardless of the campsite/s used. CUA holders will make reservations in the name of the CUA holder's organization (or CUA holders' name, if no organization is listed on the CUA) and provide the reservation office with the last four digits of the CUA number when requesting a reservation.
8. Guides leading trips in connection with this permit must be familiar with and practice Leave No Trace outdoor skills and ethics to help protect the park's wilderness character. The holder is required to provide clients with a brief orientation to Leave No Trace principles as a part of each guided trip.
9. **SPECIAL CONDITIONS FOR OVERNIGHT USE OF APPALACHIAN TRAIL SHELTERS BY CUA HOLDERS:**
 - a. These special conditions are intended to assure a reasonable opportunity for non-commercial use of Appalachian Trail shelters while accommodating some commercial use.
 - b. Only one commercial group will be allowed per shelter on any given night.
 - c. Reservations may be made no more than 25 days in advance of the start of the trip.
 - d. Reservations will not be made for commercial groups during the months of March, April, and May or for October weekends.

10. SPECIAL CONDITIONS FOR OVERNIGHT USE OF TRAIL SHELTERS NOT ON THE APPALACHIAN TRAIL BY CUA HOLDERS:
 - a. These special conditions are intended to assure a reasonable opportunity for non-commercial use of trail shelters while accommodating some commercial use.
 - b. Only one commercial group will be allowed per shelter on any given night.
 - c. Reservations may be made no more than 25 days in advance of the start of the trip.
 - d. Reservations will not be made for commercial groups for October weekends.
11. The use of any bicycles or stock (e.g. horses or llamas) is prohibited.
12. Motorized boats used in connection with this permit on Fontana Lake shall be used for the transportation of passengers and equipment from point to point only and not for the purpose of providing a thrill ride. Fast turns, spins, or similar maneuvers that the Park judges to be unnecessary for the safe transportation of passengers and equipment may result in revocation of this permit. Boats must be operated at less than 5 mph or at no wake speed within 100 feet of backcountry campsites located near the north shore of Fontana Lake. The holder must comply with applicable U.S. Coast Guard, State of North Carolina, and Tennessee Valley Authority regulations pertaining to the use and operation of watercraft on Fontana Lake.
13. The holder agrees to provide clients with National Park Service information, prior to the start of any trip in the Park. The information will include park rules and regulations, basic safety rules, safe behavior in bear country, and minimum impact camping and wilderness use guidelines. The holder is encouraged to incorporate other educational programming related to Park resources and values into the holder's activities and services. The holder is responsible for verifying the accuracy of any information provided to clients and assuring that the holder's employees are qualified to conduct educational activities. Information provided to clients by the holder may be submitted to the Park for a courtesy review for accuracy and appropriateness.
14. The Holder will provide the Park with a copy of any existing company brochure, internet advertising, or other promotional material in which reference is made to the National Park Service or Great Smoky Mountains National Park, or the services provided therein. The Holder will, at the request of the Park, make corrections to any promotional material that makes inaccurate or misleading statements regarding the services provided under the terms of this Authorization.
15. The holder will provide the Park with a schedule of programs or services that are offered on a regular or recurring basis. This schedule should include, at a minimum, the following information: **date, time, meeting location, activity location**. A draft schedule should be provided for Park review prior to publishing this schedule and prior to making changes in the schedule. The holder may be required to adjust their activity schedule at the request of the Park if activities appear likely to conflict with scheduled programs offered by the Park or interfere with other visitor activities.
16. The holder will provide the Park with a list of fees charged for services provided either wholly or partly in the Park. This list is for information purposes only and not for Park review or approval of fees charged.
17. Proof of permit approval must be carried with the holder and their employees when operating in the Park. A copy of the cover page and signature page is acceptable and must be presented to any Park employee on demand.
18. The Holder will complete a *Commercial Use Authorization Annual Survey* form for each year or portion of a year for which the Holder is issued a CUA and submit the completed form to the Concessions Management Specialist no later than March 1 of the following year.
19. The Holder will submit a new Certificate of Insurance for required insurance coverages whenever a policy changes or renews.

20. The Holder will submit a new Business Information Form whenever changes occur to the information included in this form.

21. POSSESSION OF FIREARMS

- a. The Holder and any other individuals who are providing services under the terms of this Authorization are prohibited from possessing firearms within the park.
- b. The Holder will have a written policy regarding the possession of firearms by employees and other individuals providing services under the terms of this Authorization in accordance with A. above. New employees and other individuals operating under this Authorization will be provided with a copy of this policy. The Holder will provide the park with a copy of this policy upon request.
- c. The Holder will be familiar with federal and state laws regarding the possession of firearms and will inform customers of any provisions of these laws that are applicable to the services the Holder provides under this Authorization. Customers who do not comply with these federal and state laws may be denied service by the Holder.

SAMPLE

National Park Service
Great Smoky Mountains National Park
107 Park Headquarters Road
Gatlinburg, TN 37738

Application for Commercial Use Authorization or Special Use Permit

Please supply the information requested below. **Attach additional sheets, if necessary, to provide required information.** Allow at least thirty (30) business days for processing. A non-refundable processing fee may be required to accompany this application unless the requested use is an exercise of a First Amendment right. You will be notified of the disposition of the application and the necessary steps to secure your final permit. (Note: there may be additional fees charged, and you **will** be required to provide proof of liability insurance.)

Applicant or Contact Name:		
Business or Organization Name:		
Street/Address:		
City:	State:	Zip Code:
*Social Security #:	-OR-	*Tax Payer ID #:
<i>*Requirement of the 1996 Debt Collection Act – This number will NOT be made public.</i>		
Telephone #:	Cell phone #:	
Other Telephone #:	Fax #:	
Email:		

Description of Proposed Activity (Check all services you propose to provide)			
<input type="checkbox"/>	Hiking Guide Service	<input type="checkbox"/>	Photography Guide Service/Workshop
<input type="checkbox"/>	Backpacking Guide Service	<input type="checkbox"/>	Guided Tours
<input type="checkbox"/>	Hiker Shuttle Service	<input type="checkbox"/>	Emergency Road Service and Towing
<input type="checkbox"/>	Fishing Guide Service/Workshop	<input type="checkbox"/>	Commercial Wedding Services
<input type="checkbox"/>	Fisherman Shuttle Service	<input type="checkbox"/>	Commercial Photography
<input type="checkbox"/>	Other (specify):		

	YES	NO
Is the applicant a non-profit organization?		
Will the non-profit organization derive taxable income from activities in the Park?		

The applicant by his or her signature certifies that all the information given is complete and correct, and that no false or misleading information or false statements have been given.

Signature _____ Date _____

Information provided will be used to determine whether a permit will be issued. Unless the cover letter that you received with this application stated otherwise, this completed application must be accompanied by an application fee in the form of a cashiers check or money order in the amount of \$200.00 made payable to **National Park Service**. Application and administrative charges are non-refundable. This completed application should be mailed to: **Great Smoky Mountains National Park, 1194 Newfound Gap Road, Cherokee, NC 28719, Attention: Joel Ossoff.**

Note that this is an application only, and does not serve as permission to conduct a filming project or any other use of the park. If your request is approved, a permit containing applicable conditions and regulations will be sent to the person designated on the application. The permit must be signed and returned to the park prior to the event.

The above application form is provided with the understanding that parks will insert appropriate park names and addresses and the amount of the application fee as desired.

Paperwork Reduction Act Statement: This information is being collected to allow the park manager to make a value judgment on whether or not to allow the requested use. All the applicable parts of the form must be completed. A Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Estimated Burden Statement: Public reporting burden for this form is estimated to average 30 minutes per response including the time it takes to read, gather and maintain data, review instructions and complete the form. Direct comments regarding this burden estimate or any aspects of this form to the National Park Service, Special Park Uses Program Manager, 1849 C Street NW (2460), Washington, D.C. 20240

**Commercial Use Authorization Application Attachment 1
BUSINESS INFORMATION FORM AND STATEMENT OF EXPERIENCE
Guide, Workshop and Hiker Shuttle Services**

Part I: BUSINESS INFORMATION:

The following guides, leaders and shuttle operators will be employed under the authority of this Permit:							General liability insurance provided by (check one):	
Full Name	Check One or Both:		Date of Birth	Driver License State	Driver License Number	License Class	Holder's Policy	Other Policy (provide separate certificate)
	Guide or Leader	Shuttle Operator						

The following vehicles are designated by the Holder for operation under the authority of this Permit:							Auto liability insurance provided by (check one):	
Vehicle Make	Year	Model	State	License Plate Number	Number of Passengers vehicle can carry	Holder's Policy	Other Policy (provide separate certificate)	
						Yes	No	
I will be transporting clients in company vehicles:								
What is the maximum number of clients that will be transported in one vehicle:								

Food and Beverage Service	Yes	No
Will you be providing food or beverages for clients?		
Description of food and beverages provided for clients:		

PART II: STATEMENT OF EXPERIENCE FOR COMMERCIAL USE AUTHORIZATION APPLICANT:

Instructions:

Using the format shown, and adding to it as necessary, provide experience and qualification information for all key personnel who will be actively involved in the **management** of this business. Give specific examples of business operations undertaken by the Applicant that demonstrate you have the ability to satisfactorily carry out the terms of the Commercial Use Authorization (CUA). *Use multiple sheets if needed.*

A. Individual's Name		
B. Name of Employer or Business		
C. Employer or Business Address		
D. Employer or Business Contact Information	Contact Person	
	Telephone	
E. Nature of Business		
F. Exact Title of Position (indicate if self-employed)		
G. Dates of Employment (from--to)		
H. Number of People Supervised		
I. Description of Duties and Responsibilities		
J. Education, Degrees, Licenses, and Special Skills		
K. Role in Proposed CUA Business	1.	
1. Position		
2. Qualifications for That Role	2.	

(You may submit an existing resume instead of using this form as long as the resume provides the information requested)

Part I: BUSINESS INFORMATION CONTINUATION (Use if needed to provide additional information):

The following additional guides, leaders and shuttle operators will be employed under the authority of this Permit:								General liability insurance provided by (check one):	
Full Name	Check One or Both:		Date of Birth	Driver License State	Driver License Number	License Class	Holder's Policy	Other Policy (provide separate certificate)	
	Guide or Leader	Shuttle Operator							
The following additional vehicles are designated by the Holder for operation under the authority of this Permit:								Auto liability insurance provided by (check one):	
Vehicle Make	Year	Model	State	License Plate Number	Number of Passengers vehicle can carry	Holder's Policy	Other Policy (provide separate certificate)		

Great Smoky Mountains National Park
PAYMENT VOUCHER
 Commercial Use Authorization

CUA Applicant			
Company Name			
Street Address/P.O. Box			
City		State	
		Zip Code	

Applicant: Complete this section and enclose with your check payable to National Park Service

Type of Payment (*Check One*):

Application Fee Amount Enclosed: _____

Cost Recovery Fee Date of Payment: _____

Mail Room: *Please complete this section and forward form to the Concessions Management Specialist.
 Deposit to Account Number 5461-319.*

Date Received		
Amount Received		
Received by		
Signature		