



## APPLICATION FOR SPECIAL USE PERMIT SHORT FORM



Please supply the information requested below. **Attach additional sheets, if necessary, to provide required information.** A non-refundable application fee of \_\_\_\_\_ must accompany this application. You must allow sufficient time for the Park to process your request; check with the park for guidelines. You will be notified of the status of the application and the necessary steps to secure your final permit. Your permit may require the payment of cost recovery charges and proof of liability insurance naming the United States of America an additional insured. Applications may not be submitted more than one year before the proposed activity including time required for set up.

**\* Enter either a Social Security Number OR a tax ID number; we do not require both.**

Applicant Information	
Applicant Name:	Telephone Number:
Organization:	Cell Phone Number:
Social Security Number or Tax ID Number:	Fax Number:
Email Address:	Street Address:
City:	State:
Zip Code:	Country:

### Activity Details

Description of Proposed Activity (Attach Additional Sheets if More Space is Needed)

Date	Location	Time
Preferred Date:	Preferred Location:	Preferred Time:
Alternate Date(s):	Alternate Location(s):	Alternate Time(s):

\* Alternatives will be considered if first choice is not available

### Participants, Vehicles, & Equipment

If using any vehicles, attach a parking plan to this form.

Type	Maximum Number
Participants (best estimate)	
Vehicles	

List of Equipment (Attach Additional Sheets if More Space is Needed)

### Individual in Charge

Individual in charge of activity onsite who is authorized to make decisions related to the permitted activity

Name	Cell Phone Number

### Activity Questions

Have you visited the requested area? Yes      No

Name	
Title	
Signature	
Date	

## NOTICES

### IMPORTANT NOTICE TO APPLICANT

This application does not serve as permission to conduct any special use activity in the Park. The information provided will be used to evaluate whether a permit will be issued. All applicable parts of the form must be completed. Incomplete applications will not be evaluated.

The application must be signed and dated in order for the application to be considered complete.

**Purposes** The purposes of this application are (1) to provide a National Park Service (NPS) Park Superintendent with information to approve or deny requests for activities that provide a benefit to an individual, group, or organization, rather than the public at large; and (2) to assist Park staff to manage the activity to ensure that the permitted activity does not interfere with the enjoyment of the Park by visitors and that the natural and cultural resources of the Park are protected.

**Routine Uses:** In addition to those disclosures generally permitted under Title 5 U.S.C. § 552(a)(b) of the Privacy Act, records or information contained in this system may be disclosed outside the NPS as a routine use pursuant to Title 5 U.S.C. § 552(a)(b)(3) to other Federal, State, territorial, local, tribal, or foreign agencies and other authorized organizations and individuals based on an authorized routine use when the disclosure is compatible with the purpose for which the records were compiled as described under the system of records notice for this system

**Effects of Nondisclosure:** Failure to provide the requested information may impede your ability to obtain a permit from the NPS. The U.S. Criminal Code, Title 18 U.S.C. § 1001, provides that knowingly falsifying or concealing a material fact is a felony that may result in fines of up to \$10,000 or 5 years in prison, or both. Deliberately and materially making false or fraudulent statements on this form will be grounds for denying you a Special Use Permit. If your request is approved, a permit containing applicable terms and conditions will be sent to you. The permit must be signed by the responsible person and returned to the Park for final approval by the Park Superintendent before the permitted activity may begin.

### CUSTOMERS MAKING PAYMENT BY PERSONAL CHECK

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution.

### PAPERWORK REDUCTION ACT STATEMENT

We are collecting this information subject to the Paperwork Reduction Act (Title 44 U.S.C. § 3501) to provide the Park Superintendent information needed to evaluate whether a permit will be issued for the requested use. You are not required to respond to this or any other Federal agency-sponsored information collection unless it displays a currently valid OMB control number. The authority to collect information on the attached form is derived from Title 31 U.S.C. § 7701, Taxpayer identifying number, Title 54 U.S.C. § 100101, Promotion and regulation; Title 54 U.S.C. § 100751, Regulations; Title 54 U.S.C. § 103104, Recovery of costs associated with special use permits; and Title 54 U.S.C § 100905 Commercial filming.

### ESTIMATED BURDEN STATEMENT

Public reporting burden for this form is estimated to average 15 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 Information Collection Clearance Officer, National Park Service, 13461 Sunrise Valley Drive Reston, Virginia 20192. Please do not send your application to this address.

### PRIVACY ACT STATEMENT

**General:** This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 21, 1984, for individuals completing this application. All information collected using this form will be safeguarded in accordance with established regulations and published notices of System of Records, NPS

**Information Regarding Disclosure of Your Social Security Number Under Public Law 93-579 Section 7(b):** The collection of your SSN or TIN is necessary to allow the NPS to collect fees under Title 54 U.S.C. § 103104 and Title 54 U.S.C. § 100905. Your SSN or TIN will only be used as necessary to: (1) process this application, (2) collect any associated permit fees, and (3) collect and report any delinquent financial obligations. Failure to disclose your SSN or TIN when required may prevent or delay the processing of your application and issuing the associated permit. Use of your SSN or TIN will be carried out in accordance with established regulations and published notices of system of records, NPS-1

### INTERNAL AGENCY USE ONLY

**Project Number/BILL:**

**Date Processed:**

**Permit Number:**

**Prepared By:**

**Organization Name:**



## Commercial Use Authorization Information for Temporary Event Food Vendors *UPDATED December 2023*

### MANDATORY FOOD SERVICE TRAINING

The National Park Service's policy regarding food sales requires a person on site as business is being conducted be a Certified Food Manager (CFM) as outlined in the FDA Food Code. This is accomplished by successfully passing an accredited ANSI food safety certification exam. A certificate will be required along with the application package and general liability insurance for review and approval by Public Health and Safety. You will also need to provide a recent inspection report and state license if applicable.

### WATER

Vendors will be required to provide their own water for cooking and sanitizing. Water is available from a nearby spigot. So that others may have access to water, do not leave your unit hooked up to the spigot after filling your tank.

### ELECTRIC

1. Please list each of your appliances. We want to be sure everyone has adequate power. Generators are not permitted.
2. Vendors must provide their own extension cords (100 feet should be adequate) which should be 12 AWG (gauge).
3. Each booth is required to have a 2A 10 BC fire extinguisher and comply with Fire Marshal Codes and Regulations.

### PARKING

1. All vehicles will be required to park in the event parking area. You may not park your vehicle next to your tent. You may temporarily park near your vendor location to load/unload items if the ground is not too wet.
2. Food vendors may not bring any motorized vehicles, besides their trailer, on the food vendor lot.

### SET UP AND SITE MAINTENANCE

1. Set up locations are assigned for each vendor upon arrival to event. You will be provided a space of 20' x 20'. If you exceed this limit, you may be charged for two vendor spots.
2. Food vendors must provide all food ingredients, cooking equipment, server ware, cash registers, cash, change, and supplies necessary to operate. A list of all equipment must be provided with the application along with the size(s) of all tables, tents, trailers, etc. that will be needed to operate. See attached form.
3. You are responsible for your own tent, tables, etc. Please do not expect a perfectly flat, dry area—this is a rural setting, complete with bugs, poison ivy, and sudden thunderstorms.
4. Set up time is from 7 am to 9 am ET on the day of the event, although vendors may set up the night before after 5 pm ET. Vendors may remain overnight on the day of the event but must be cleared out by 8 am on the day after the event. Be sure to follow all food storage regulations found online at <http://www.nps.gov/biso/planyourvisit/foodstorage.htm>.
5. Vendors are always solely responsible for the security of all items in their site.
6. Vendors should bring some form of protection from the sun, tie-downs and stakes for tents, plastic to cover displays in case of showers, and secure all property from wind. Festival will be held rain or shine. Be prepared. There is no rain date.
7. All food vendors need to provide ground cover inside their tent and cooking area for the absorption of grease. No food vendor will be allowed to open for business if the ground cover is not in place. No grease or gray water is to be poured onto the ground or down any drains. Anyone found doing this will be asked to leave the event and will be responsible for any and all environmental cleanup costs. Proper containers, such as grease barrels must be utilized for disposal of oil and grease and other excess wastes. Disposal of cooking residue into the public storm sewer system is strictly prohibited. Disposal of cooking residue onto the ground (softscape or hardscape) is strictly prohibited.
8. Food not in use must be stored in a hard-sided trailer or vehicle due to food storage regulations.
9. Signs/banners/tents shall be made of a flame-retardant material and proof of such fire-retardant rating shall be made available to the Park Official upon request.

### TRASH

1. Vendors are responsible to collect and properly bag trash within their sales location. All food scraps (fruit peels, nut shells, etc.) are considered trash and must be cleaned up hourly.
2. All vendors must always use environmentally acceptable food packaging. The use of polystyrene/plastic foam and other non-compostable, non-biodegradable, and non-recyclable food packaging is not permitted. Food must be served on paper products unless otherwise approved. Cardboard must be broken down and stacked for recycling. No toxic cleansers.

## **INSURANCE**

General liability insurance must be carried by the permittee showing "U.S. Government, National Park Service, Big South Fork N.R.R.A., 4564 Leatherwood Rd, Oneida, TN 37841" as additionally insured. Short term policies must show coverage on "occurrence" basis. The minimum amount of product liability insurance is \$500,000.00. Additional amounts may be required for high-risk activities. All accepted vendors must provide proof of insurance prior to the event.

## **CUSTOMER SERVICE**

1. It is highly suggested that vendors provide "express windows" for small purchases such as a bottle of soda or water and for festival staff, performers, vendors, and volunteers. This would expedite service to customers and decrease the length of time customers must wait. Please make sure to create very visible signage for this if you plan to do so.
2. Only food and beverages may be sold at a food vendor, no art or merchandise.
3. Provide healthy alternative items on the menu such as fresh fruit.
4. All food vendors must be open for business during the event hours. Most events start at 9:00 am ET.
5. Each food vendor should display an identifying sign.
6. All food vendors must provide a list of the beverages and/or food items that will be sold. Prices should be included. See attached form. Ensure that all stored foods be kept covered, at least 6 inches off the floor/ground, and adequately protected from splash, dust, insects, or other contamination.
7. Dispense condiments as single serve packets only.
8. Food vendors shall wear gloves while handling ready to eat items (i.e., unpackaged foods that are edible without washing, cooking, or additional preparation).

## **OTHER GUIDELINES TO FOLLOW**

- Use locally sourced food
- Select organic foods
- If serving fish, use fish from sustainably fished sources
- Provide fruit as an alternative to sweets
- Donate leftover food to a local charity, or if not acceptable for human consumption, compost it
- Ensure tea and/or coffee is fair trade

## **PETS**

No pets are allowed on the food vendor premises.

## **REGULATIONS**

1. All food vendors will be required to conform to all appropriate state and local regulations. Vendors shall not display, offer for view, or sell any illegal or contraband items.
2. Food vendor employees are prohibited from smoking and/or using tobacco products within the food service area. This includes all forms of e-cigarettes.
3. A fire extinguisher with a minimum rating of 3A40BC must be present and displayed in each booth where cooking occurs.

## **ACCOMMODATIONS**

1. Accessible restrooms are located near the food vendor set up location.
2. For information about campsites and other accommodations, please call (423) 286-8368.

## **NOISE**

Any amplified sound and loud noise from your site is prohibited. Generators are not permitted.

## **PROMOTIONS**

The National Park Service reserves the right to prohibit, within any vendor site or on the festival grounds, the display, advertisement, or other promotion of any business, company, or organization which may be in conflict with the mission of the NPS.

## **DONATIONS/FUNDRAISING**

Donations/fundraising cannot be solicited while inside the boundaries of the National Park Service. This includes tip jars, raffle tickets, lotteries, etc.

To make a payment using Pay.Gov, access the website:

<https://www.pay.gov/public/form/start/353488124>

Click on “Continue to the Form” and then follow the information below:

A-Fill out name,  
address, phone  
number and email.

B-Enter today’s date

C-Enter this date:  
\_\_\_\_\_

D-Type the following  
into the field  
\_\_\_\_\_

E-Select this box if you  
are NOT a craft/food  
vendor.

F-Select OTHER and  
put the following  
amount:\_\_\_\_\_

Check the box before  
you “Continue” to the  
next page to process  
your payment. The  
total amount for this  
permit is:

The screenshot shows the 'Big South Fork National River & Recreation Area Special Use Permit Fees' form. It includes sections for Permittee Information, Activity Information, and Fee Information. Handwritten red annotations A-F point to specific fields: A points to the Permittee Information section; B points to the Event Start Date and Time field; C points to the Event End Date and Time field; D points to the Event Location field; E points to the 'Other' checkbox under Special Event Type; and F points to the Total Payment Amount field.

**Permittee Information**

First Name \* [Redacted] Last Name \* [Redacted]  
Organization [Redacted]  
Mailing Address \* [Redacted]  
City \* [Redacted] State \* [Redacted] Zip Code \* [Redacted]  
Phone Number \* [Redacted] Email Address \* [Redacted]

**Activity Information**

Event Start Date and Time \* [Redacted] Event End Date and Time \* [Redacted]  
Event Location \* [Redacted]

**Fee Information**

Permit Number [Redacted]  
(if provided)  
Special Event Type [Redacted]  
☐ Application Fee (\$50.00)  
☐ Other  
Total Payment Amount \* [Redacted]  
☐ I certify that the information provided on this form is accurate. I understand that withholding of information or giving false information may result in the termination or suspension of my Special Use Permit. \*

**Buttons:** Continue, View PDF