



United States Department of the Interior

NATIONAL PARK SERVICE

Golden Gate National Recreation Area
Building 201, Fort Mason
San Francisco, California 94123

IN REPLY REFER TO:
C3827(GOGA-BMD)

April 1, 2016

Dear Commercial Carrier Manager:

We have reached that time of the year when we will begin accepting renewals for the Commercial Carrier Commercial Use Authorization (CUA) program from those that offer transportation services in Golden Gate National Recreation Area (GGNRA). The CUA is valid from May 15, 2016 to May 15, 2017.

All application packets must be postmarked no later than April 30, 2016. To apply, submit the following materials:

1. CUA Application NPS Form 10-550 with original signature
 2. Annual Survey NPS Form 10-660
 3. Certificate of Insurance listing "The U.S. Government, National Park Service, Golden Gate National Recreation Area, 201 Fort Mason, San Francisco, CA 94123" as Additional Insured.
 4. Check or money order payable to "DOI, National Park Service"
- Total Fee = \$600 Application Fee + (\$225 Placard Fee x Number of Placards Requested)

Mail materials to:
Golden Gate National Recreation Area
Attention: Business Management Division
Building 201, Fort Mason
San Francisco, CA 94123

Upon approval of your application, GGNRA will email you the official permit for signature. A signed copy must be returned to GGNRA before your requested CUA vehicle placards will be released with the commercial carrier parking maps.

The Muir Woods Tour Guide Manual has been updated this year, which reflects the entrance fee increase for day-use fees and the Muir Woods Annual Pass. We are also experiencing significant congestion challenges at this popular park area. As we've shared, the National Park Service is planning to implement a new parking reservation system for both privately owned and commercial vehicles in 2017 as a way of mitigating congestion and safety concerns, as well as improving visitor experience. We are currently in the planning stages and we welcome your input via the survey that was distributed on March 18th.

Thank you again for your ongoing commitment to providing transportation services to GGNRA visitors. If you have any questions regarding the CUA program, please contact me at (415) 561-4948.

Sincerely,

John Cho
CUA Program Manager



APPLICATION INSTRUCTIONS COMMERCIAL USE AUTHORIZATION

OMB Control No. 1024-0268

Exp. Date: 08/31/2016

The following explanations correspond directly with the numbered items on the Application Form. Please read this entire document prior to completing the application. Include the nonrefundable application fee when submitting this application.

1. Enter *Commercial Carrier Transportation*, the service you are proposing to provide.
2. Respond "No" or list other parks where you will be providing this service.
3. Enter the legal name of your business. If you have a secondary name under which you are doing business (d.b.a., a.k.a., etc.), or an otherwise affiliated company that is doing business in the park (subsidiary, contracted entity, subcontract entity, etc.), please enter that name as well.
4. Give the name(s) and job title(s) of person(s) designated as Authorized Agents for your business. This may include the on-site general manager responsible for day to day operations.
5. Provide contact information for both the main season and the off-season. Over the term of your authorization, it may be necessary to contact you to obtain or share information. Your contact information may also be published in the NPS Commercial Services Directory.
6. Check the box that identifies your type of business.
7. If the state in which you operate or the state where your business is domiciled requires a state business license, provide the license number and year of expiration.
8. Provide your Employer Identification Number (EIN). The Debt Collection Improvement Act of 1996 requires us to collect an EIN or Social Security Number (SSN). The NPS will not collect SSNs, only EINs. The EIN is issued by the Internal Revenue Service. You may receive a free EIN at <http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/How-to-Apply-for-an-EIN>. We will use the EIN that you provide as needed to collect debts.
9. Provide proof of General Liability Insurance naming the United States of America, National Park Service, as additionally insured in the amounts designated in the application.
10. NPS Management Policy prohibits employees of the NPS and their spouses and minor children from acquiring or retaining any authorization for conducting commercial services in a park area.
11. If your business or business owners or current employees or proposed employees have been convicted or are currently under charges for violation of State, Federal, or local law or regulation in the last 5 years, please give details (does not include minor traffic tickets).
12. Include payment of the Application/Administrative Fee.
13. Please sign and date your application. If the person SIGNING this application is not an Authorized Agent for the business, proof of signing authority must accompany this application.

Appendix I: Special Park Conditions

Additional Information:

The National Park Service has terms and conditions on all commercial service agreements. The following terms and conditions will apply to all Commercial Use Authorizations. There may be additional terms and conditions based on the services provided. These may include but are not limited to limits to locations, times, group size, and employee licenses and certifications.

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 at least \$1,000,000 and naming the United States of America, as additional insured. Holder agrees to have on file with the park copies of the above insurance with the proper endorsements.
5. Costs 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 onsite 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 Government Accountability Office access to its books and records at any time for the purpose of determining compliance with the terms and conditions of this authorization.
13. Executive Order 13658 – Establishing a Minimum Wage for Contractors, and its implementing regulations, including the applicable contract clause, are incorporated by reference into this contract as if fully set forth in this contract. The applicable contract clause is available at <https://federalregister.gov/a/2014-23533>.

APPENDIX I: SPECIAL PARK CONDITIONS

Definitions

- **Commercial Carrier:** Any type of motor vehicle used for commercial transportation service to areas administered by GGNRA, including but not limited to sedans, SUVs, minivans, vans, mini-buses, motor coaches, and limousines used for commercial transportation services subject to authorization. The following exceptions apply in which carriers may use roads within GGNRA without a CUA: vehicles contracted for use by school programs in NPS areas; vehicles contracted for use by nonprofit organizations' programs in NPS areas; delivery, vendor or contractor vehicles; taxis; and MUNI or other providers of public transportation.
 - **Commercial Transportation Service:** Conveyance of visitors via motor vehicle into and/or out of any area administered by GGNRA for a direct to indirect fee and, except for on-board interpretive services, no other services are provided.
 - **Commercial Use Authorization:** A form of written authorization issued by the Superintendent under which persons are allowed to provide certain commercial services to visitors of the GGNRA.
 - **Frequent Use:** Commercial transportation services offered within GGNRA more than one time per month.
 - **Open-Top Commercial Carrier:** A commercial carrier in which all or part of the vehicle roof has been removed.
- A. Acknowledgement** - In accepting this authorization, the Holder acknowledges that the proposed activity, in order to qualify for a Commercial Use Authorization, must bear a direct relationship to the purpose for which GGNRA was established, i.e. visitor understanding and enjoyment of park areas. Even though the activity may be primarily recreational in nature, the Holder agrees to provide time, stops and, as appropriate, information to accurately explain the natural ecosystems, history and culture of GGNRA to their clientele.
- B. Employee / Agent Responsibility** - The Holder and all participants authorized herein must comply with the conditions of this authorization including all exhibits or amendments or written directions of the GGNRA Superintendent. The Holder shall insure that all employees and/or agents entering GGNRA are informed of all "Special Park Conditions" of this authorization. The Holder may be cited for any violations of the authorization committed by their employee and/or agent while acting under this authorization.
- C. Indemnification** – Per Condition 4 of this CUA, the Holder will provide comprehensive general liability insurance in an amount commensurate with the degree of risk and the scope and size of such activities authorized herein but, in any event, the minimum limits of liability will be \$1,000,000 per occurrence. The GGNRA reserves the right to revise the minimum required limits. If claims reduce available insurance below the required per occurrence limits, the Holder shall obtain additional insurance to restore the required limits. The Holder shall provide a Certificate of Insurance as evidence of compliance with this requirement, and shall provide to the GGNRA thirty (30) days advance written notice of any material change in the Holder's insurance program hereunder. In addition, the Holder will obtain the following additional coverage at the same limits as required for the Holder's comprehensive general liability insurance unless other limits are specified below:
- 1) **Automobile Liability.** To cover all owned, non-owned, and hired vehicles by the Holder. The Holder shall provide automobile insurance coverage based upon the largest capacity vehicle it will operate in GGNRA in the following minimum amounts as established by the California PUC:

- \$750,000 for any vehicle with a seating capacity of 7 passengers or less, including the driver
 - \$1,500,000 for any vehicle with a seating capacity 8 passengers through 15 passengers, including the driver
 - \$5,000,000 for any vehicle with a seating capacity of 16 passengers or more, including the driver
- 2) Worker's Compensation. Statutory Worker's Compensation and employees' liability as required by the State of California.

D. Use Limits - It is expressly understood that the Superintendent may impose public use limits based upon the authority stated in Title 36 of the Code of Federal Regulations, Section 1.5. Furthermore, it is understood that possession of this Authorization does not guarantee entry into GGNRA, and that entrance into or parking within GGNRA may be closed or restricted from time to time in response to crowded conditions or natural events. It is also understood that access to GGNRA and certain areas within GGNRA may be restricted in the future to protect resources and assure quality visitor experiences, or due to the implementation of special park projects.

E. Damages - The Holder shall pay the United States for any damage resulting from this use, which would not reasonably be inherent in the use, which the Holder is authorized to make of the park area described in this authorization.

F. Safety - The Holder shall take every reasonable precaution to ensure the safety of its clients, its employees, other GGNRA visitors, and GGNRA employees.

G. Acknowledgment of Risk – The Holder shall not require visitors/customers to sign a Waiver of Liability or Indemnification form. The Holder may instead require a signed Acknowledgment of Risk form from visitors, in which case the NPS standard Acknowledgement of Risk form is strongly preferred to other formats.

H. Hours of Operation - NPS hereby authorizes the Holder to operate in GGNRA areas from 8am to sunset only, unless specifically authorized for after-hours entry by a Special Use Permit issued by NPS.

I. Idling - The Holder agrees not to idle any of its commercial carriers for more than 30 seconds while within any GGNRA areas. Carrier engines must be turned off when unloading passengers and remain off until all passengers have re-boarded and the vehicle is ready for departure.

J. Queuing - If designated commercial carrier parking spaces are full, then vehicles shall not queue or block other parking spaces.

K. Noise – The Holder agrees to refrain from using public address systems or loudspeakers in Open-Top Commercial Carriers while within lands managed and administered by GGNRA.

L. Parking - The Holder agrees to park commercial carriers only in designated parking areas and during designated parking times. The Holder further agrees to abide by any short-term restrictions as may be posted at such parking areas. No double parking or overnight parking is permitted.

M. Vehicle Length and Size Limits - Commercial carriers exceeding forty-five (45) feet in length or 102 inches in width will not be issued a CUA. Additional size restrictions for specific areas in GGNRA are detailed in the Attachments, and may be imposed for any National Park Service roadway when deemed necessary by the GGNRA.

- N. Commercial Carrier Safety Inspections** - The Holder shall adhere with the California PUC's driver and vehicle safety regulations and shall cooperate fully with any inspections of commercial carriers within GGNRA.
- O. Permit Possession** - The Holder shall display the window placard provided by GGNRA at all times in the lower driver's side corner of the windshield of all commercial carriers entering GGNRA. Furthermore, the Holder shall provide a copy of the entire "2015-2016 Commercial Use Authorization" on board all commercial carriers entering GGNRA.
- P. Behavior and Conduct** - The Holder shall require its employees and other agents to possess visual recognition in the form of a uniform or badge that identifies them as commercial carrier agents. The Holder shall also require its agents to exercise courtesy and consideration in their relations with the public and with NPS employees, volunteers or other agents. The Holder will review and correct the conduct of any of its employees or volunteers whose actions or activities are considered by the Service to be inconsistent with the experience, enjoyment, and protection of visitors and stewards of public land.
- Q. Advertising** - Advertising for the authorized activity shall not state or imply endorsement by GGNRA or the National Park Service. Upon request, the CUA Holder will provide GGNRA with copies of advertising brochures and any other materials related to commercial transportation service within GGNRA.
- R. Annual Report / Park Surveys** - The Holder agrees to complete the Annual Report for Commercial Carriers by the stated deadline. The Holder also agrees to cooperate in other surveys that may be conducted by GGNRA designed to assist in Park management actions.
- S. Nondiscrimination** - The Holder shall comply with all Federal Equal Opportunity laws.

ATTACHMENT A: SPECIAL CONDITIONS FOR MARIN HEADLANDS

These Special Conditions for the Marin Headlands area of GGNRA are attached to the Commercial Use Authorization and, except as otherwise specified herein, any terms in these Special Conditions are as defined in the CUA. In the event of any apparent conflict between the terms, agreements, covenants, conditions or provisions of the CUA and these Special Conditions, the terms of the CUA, including its amendments, shall prevail. These Special Conditions may be modified from time to time by NPS in its sole discretion.

1) Vehicle Length Limits

Commercial Carriers over 24 feet in length are subject to restricted access in the Marin Headlands as follows:

- Prohibited from operating on Conzelman Road west of its junction with McCullough road to Field road.
- Prohibited from operating on Conzelman Road east of Dillingham commuter lot to intersection of Lime Point parking, Fort Baker.

ATTACHMENT B: SPECIAL CONDITIONS FOR MUIR WOODS NATIONAL MONUMENT

These Special Conditions for the Muir Woods National Monument are attached to the Commercial Use Authorization and, except as otherwise specified herein, any terms in these Special Conditions are as defined in the CUA. In the event of any apparent conflict between the terms, agreements, covenants, conditions or provisions of the CUA and these Special Conditions, the terms of the CUA, including its amendments, shall prevail. These Special Conditions may be modified from time to time by NPS in its sole discretion.

1) Vehicle Length Limits.

Highway 1 and Muir Woods Road are regulated by the California Highway Patrol which does not advise use by vehicles longer than 35 feet; therefore, commercial carriers longer than 35 feet are prohibited from entering Muir Woods.

2) Driving Route Requirements.

In order to ensure safety on narrow roads and to minimize congestion, commercial carriers shall drive in to Muir Woods National Monument via upper Muir Woods Road and exit the monument using the lower Muir Woods Road, via a right turn out of the parking lot toward Muir Beach.

3) Visitation Limits.

In order to reduce congestion in the designated commercial carrier parking area and to continue to provide a positive visitor experience overall, **no more than 2 commercial carriers authorized under the same CUA (i.e. same company) are allowed in Muir Woods at the same time.**

4) Designated Parking.

Commercial carriers are subject to restricted parking within Muir Woods parking lots on a first come first served basis as follows:

- a. **Main Parking Lot:** Designated parking for commercial carriers. Commercial carriers that are 17 feet in length or less are prohibited from parking in stalls designated for those greater than 17 feet in length. All designated parking for commercial carriers may become open to public parking after 4pm.
- b. **Annex Parking Lot:** No designated parking - commercial carriers are prohibited.
- c. **Conlon Avenue Parking Area:** No designated parking - commercial carriers are prohibited.

5) Offloading and Loading.

Commercial carrier off-loading and loading is permitted only in designated stalls in the Main Parking Lot and parking in these designated stalls is prohibited.

6) Entrance Fees Not Included in CUA Permit Fee.

The Holder expressly agrees and understands that the entrance fee to Muir Woods levied by NPS is not included as part of any fees paid by the Holder for this CUA permit. The Holder agrees to pay to NPS and/or direct all customers to pay to NPS the fees due and payable at time of entrance at the Muir Woods Visitor Center. **The Holder and/or its agents will provide evidence of visitor headcount at the entrance via a roster or similar company manifest to verify payment of fees for all customers.** Attempting to avoid payment of appropriate fees is a violation of federal law and may result in the citation of the Holder and/or its agent or, in the case of repeated violations, the revocation of this authorization.

7) Site Interpretation Training.

In order to provide an accurate and meaningful experience for visitors, the Holder and all agents entering

GGNRA shall read the 2016 Muir Woods National Monument Tour Guide and Commercial Driver's Manual located at: <http://www.nps.gov/muwo/parkmgmt/businesswithpark.htm>.

8) Site Interpretation.

CUA Holders and agents are welcome and encouraged to provide an orientation to visitors, but Holders and agents may not provide orientation or site interpretation for visitors past the Visitor Center at the main entrance. CUA Holders shall refrain from offering guided hiking tours or other guided services within Muir Woods National Monument. Holders and agents are encouraged to direct visitors to National Park Service Interpretation Rangers if visitors wish to attend interpretive talks and tours in the park.

ATTACHMENT C: NOTE REGARDING PRESIDIO OF SAN FRANCISCO

In reference to the enclosed map of Presidio Areas A and B, Area A is managed by GGNRA and thus covered under this CUA. Area B of the Presidio of San Francisco is managed by the Presidio Trust, therefore commercial tour vehicle operations in that area are not authorized by this Commercial Use Authorization. The Holder may contact the Presidio Trust Department of Transportation with questions related to specific rules and regulations for Area B.

The following roadways, pullouts and parking lots within Presidio Area A are available to Commercial Carriers under 45 feet:

- Battery East parking lot
- Bowley Street (Baker Beach)
- Fort Point parking lot
- Long Avenue
- Mason Street to McDowell Rd. intersection
- Merchant Road

The following roadways, pullouts and parking lots within Presidio Area A are available only to Commercial Carriers under 35 feet:

- Bowley Street (Baker Beach)
- Battery Chamberlin road
- Crissy Field East Beach – no vehicles over 27'
- Langdon Court (Fort Scott Overlook)



APPLICATION FORM COMMERCIAL USE AUTHORIZATION

OMB Control No: 1024-0268

Exp. Date: 08/31/2016

**DEPARTMENT OF THE INTERIOR
National Park Service
Golden Gate National Recreation Area
Attention: Business Management Division
201 Fort Mason
San Francisco, CA 94123
(415) 561-4948**

IMPORTANT: Before completing this application, please refer to the Application Instructions to verify that the service you are proposing is an approved commercial service. If the service you wish to provide is **not** listed on the table of approved commercial visitor services, contact us at the number above. Please submit your application fee by check or money order to DOI, National Park Service.

Some parks have minimum requirements for businesses that offer services to visitors relating to the safety and welfare of the visitors and protection of the resources. These requirements may include documentation of first aid training, an emergency response plan, limits to group size, etc.

(1) **Service for which you are applying**
(See list of approved services in the attached instructions)

(2) **Will you be providing this service in more than one park? Yes ___ No ___ If yes, list all.**

(3) **Applicant** (Legal Business Name and DBA)

(4) **Authorized Agents** (Owner and any onsite person authorized to manage the operation)

(5) **Mailing Address:**

PRIMARY CONTACT INFO (Dates at this address _____)

Address: _____

City, State, Zip: _____

Email: _____

Website: _____

Day Phone: _____ Evening Phone: _____

Fax: _____

ALTERNATE CONTACT INFO (Dates at this address _____)

If same as "Primary Contact Info", check here and go to number (6).

Address: _____

City, State, Zip: _____

Day Phone: _____ Evening Phone: _____

Fax: _____

(6) **What is your Business Type** (Please check one below):

Sole Proprietor

Partnership (Print the names of each partner. If there are more than two partners, please attach a complete list of their names.)

(Name _____)

(Name _____)

Corporation: (State: _____ Entity Number _____)

Limited Liability Corporation: (State: _____ Entity Number _____)

Non-Profit (Please attach a copy of your IRS Ruling or Determination Letter)

Other (Specify)

(7) **State Business License Number:** _____ Expiration Date: _____

(8) **Employer Identification Number (EIN)** _____

(9) **Insurance and Vehicles**

Provide proof of insurance. The CUA operator must maintain General Liability insurance naming the United States of America, National Park Service as an **additional insured**. Minimum coverage amount is \$1,000,000 per occurrence. Some activities will require increased coverage. see Park-Specific instructions. Auto Liability insurance is also required at a minimum coverage amounts described below.

Number of Passengers	Minimum per Occurrence Liability Limits
Up to 7 passengers	\$750,000
8 to 15 passengers	\$1,500,000
16 or more passengers	\$5,000,000

Will your business operate vehicles (car, truck, van, bus, taxicab, boat, aircraft, etc.) within NPS boundaries_____? Yes No

If "yes," please give a description of each vehicle. Use additional paper if necessary. All vehicles are required to be registered and the operators are required to have the licenses to operate them commercially as required by law or regulation.

MAKE OF VEHICLE	MODEL	YEAR	MAX # PASSENGERS	OWN	LEASE

(10) NPS Employment

Are you, your spouse, or minor children employed with the National Park Service?

Yes No **If Yes, please complete below:**

Employee:

Title:

Park and Office where employed:

(11) To your knowledge, have you, your company, or any current or proposed employees been convicted or fined for violations of State, Federal, or local law within the last 5 years? Are you, your company, or any current or proposed employees now under investigation for any violations of State, Federal, or local law or regulation? See instructions

Yes No **If "yes", please provide the following information. Attach additional pages if necessary.**

Date of violation or incident under investigation: _____

Name of business or person(s) charged: _____

Please identify the law or regulation violated or under investigation:

Please identify the State, municipality, or Federal agency that initiated the charges:

Additional Detail (optional) _____

(Results) Action Taken by Court _____

(12) **FEE:** Please include the Application/Administrative fee as outlined in the Park Specific instructions.

(13) **Signature:** False, fictitious or fraudulent statements of representations made in this application may be grounds for denial or revocation of the Commercial Use Authorization and may be punishable by fine or imprisonment (U.S. Code, Title 18, Section 1001). All information provided will be considered in reviewing this application. Authorized Agents must attach proof of authorization to sign below.

By my signature, I hereby attest that all my statements and answers on this form and any attachments are true, complete, and accurate to the best of my knowledge.

Signature

Date

Printed Name

Title

PAPERWORK REDUCTION ACT STATEMENT: In accordance with the Paperwork Reduction Act (44 U.S.C. 3501), please note the following. This information collection is authorized by The Concession Management Improvement Act of 1998 (16 USC 5966). Your response is required to obtain or retain a benefit in the form of a Commercial Use Authorization. We will use the information you submit to evaluate your ability to offer the services requested and to notify the public what services you will offer. We estimate that it will take approximately 2.5 hours to prepare an application, including time to review instructions, gather and maintain data, and complete and review the proposal. We may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a currently valid Office of Management and Budget control number. You may submit comments on any aspect of this information collection, including the accuracy of the estimated burden hours and suggestions to reduce this burden. Send your comments to: Information Collection Clearance Officer, National Park Service, 1849 C Street NW, Mail Stop 2601, Washington, D.C. 20240.



ANNUAL REPORT INSTRUCTIONS COMMERCIAL USE AUTHORIZATION

OMB Control No. 1024-0268
Exp. Date: 08/31/2016

INSTRUCTIONS

These instructions correspond to the numbered questions in Form 10-660.

1. Enter your contact information as it appears on your permit.
2. Enter the service you provide as it appears on your permit.
3. Enter the number of visitors who use your service. Enter the number of trips your company made to the park; i.e., a two person backpack trip for 3 days is ONE TRIP. Note: if you submit monthly reports, we only require you to add the monthly reports together.
4. Enter the average number of hours or days a customer spends in the park on one of your trips.
5. Check the box that best describes the level of importance the park plays in your business.
6. Enter the percentage of your activity that takes place in the park.

Example: If you hike through the park and 8 of 10 miles are inside the park, then 80% of the activity takes place in the park. OR If you spend 4 hours on a hike and the last hour is hiking outside the park then you spend 75% of the activity in the park.

7. Enter your total gross receipts for this business year.
8. Enter the portion of your total gross receipts, in dollars, that you earned as a result of visiting the park.

If the park is the exclusive destination for your activity, then 100% of your gross receipts are a result of your visiting the park. If it is a primary or incidental destination, then estimate what percentage is a result of visiting the park. As a general rule, this should not be less than the answer to #6.

9. Provide details of any reportable injuries incurred to you, your employees, or clients within the park this year.
10. Signature of business owner or authorized agent.



ANNUAL REPORT COMMERCIAL USE AUTHORIZATION

OMB Control No. 1024-0268
Exp. Date: 08/31/2016

**DEPARTMENT OF THE INTERIOR
National Park Service
Golden Gate National Recreation Area
Business Management Division
201 Fort Mason
San Francisco, CA 94123
(415) 561-4948**

Please enter the information below. Refer to the instructions on page 1.

1. Contact Information

Holder Name: _____ Contact Person (if different): _____

Business Name: _____ Email: (business) _____

Mailing Address: _____ Email: (Contact Person) _____

_____ Website: _____

Phone: _____ Fax: _____
(Note if Winter/Summer) (Note if Winter/Summer)

2. Services Provided

3. Visitor Use Information

How many clients did you serve within the park? _____

How many trips did your company make to the park this year? _____

Use table below to report total number of visitors by location for each month.

	Ft. Baker	Ft. Mason	Ft. Point	Lands End	Marin Headlands	Muir Woods	Other: describe
January							
February							
March							
April							
May							
June							
July							
August							
September							
October							
November							
December							

4. What was your average length of stay per visit in the park this year?
(For day trips show the average number of hours that you spend in the park per trip.
For overnight trips show the average number of nights that you spend in the park per trip.
If both types of trips were offered show the average length of stay for each type.)

Day Use

Number of Day Trips _____ Average Hours/trip _____
(Show trips that use lodging outside of the park, as day trips.)

Overnight Use

Number of Overnight Trips _____ Average # of Nights/trip _____
(May include 1st day travel to trailhead and last day exiting backcountry.)

5. The park is:
- the **exclusive** destination for your clients. (This means it is the only destination being offered on the trip, not including brief stops along the way. 100% of your trip is a result of your visiting the park.)
 - a key **destination** or a **significant location**. (This means it is one of several sites where your services are provided. Some percentage of your trip is a result of visiting the park.)

6. What percentage of your trip is a result of visiting the park? _____

FINANCIAL INFORMATION

7. What were the total gross receipts from your operation? _____

8. What were the gross receipts earned as a result of visiting the park? _____
(See Instructions)

INJURY INFORMATION

9. Did you have any reportable injuries occur during your trips this year? Yes No

If yes, please use a separate sheet of paper to report the date and type of injury and a brief statement of the incident and the outcome of the patient care, please omit the patient's name. A reportable injury involves any medical incident or injury requiring medical aid beyond Basic First Aid and/or when a request for medical aid/rescue assistance is made. You do not need to send in a report if you have already done so.

10. Signature: False, fictitious or fraudulent statements of representations made in this report may be grounds for denial or revocation of the Commercial Use Authorization and may be punishable by fine or **imprisonment** (U.S. Code, Title 18, Section 1001). All information provided will be considered in reviewing this report. Authorized Agents must attach proof of authorization to sign below.

By my signature, I hereby attest that all my statements and answers on this form and any attachments are true, complete, and accurate to the best of my knowledge.

Signature

Date

Printed Name

Title

PAPERWORK REDUCTION ACT STATEMENT: In accordance with the Paperwork Reduction Act (44 U.S.C. 3501), please note the following. This information collection is authorized by The Concession Management Improvement Act of 1998 (16 U.S.C. 5966). Your response is required to obtain or retain a benefit in the form of a Commercial Use Authorization. We will use the information you submit to evaluate your impact to park resources and compliance with park regulations and limitations. We estimate that it will take approximately 1.25 hours to prepare a report, including time to review instructions, gather and maintain data, and complete and review the report. We may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a currently valid Office of Management and Budget control number. You may submit comments on any aspect of this information collection, including the accuracy of the estimated burden hours and suggestions to reduce this burden. Send your comments to: Information Collection Clearance Officer, National Park Service, 1849 C Street NW, Mail Stop 2601, Washington, D.C. 20240.