Refer to application instructions at the end of this application. Some parks have additional 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 applicable operating licenses, certificates showing proof of training, operating plans, emergency response plans, group size limitations, etc.

**1.** Service for which you are applying:*[attach diagram, attach additional pages, if necessary, include locations within the park, frequency, estimated number of participants (per trip and annually), number of vehicles, support equipment (trailers, generators, etc.)]*

**2.** Will you be providing this service in more than one park? **Yes** [ ]  **No** [ ]  *If “Yes”, list all parks and services provided.*

**3.** Applicant’s Legal Business Name:[*Include any additional names (DBA) under which you will operate.]*

**4. Owner and** Authorized Agents:*(Give the name(s) of the owners and name(s) of the persons designated as Authorized Agents for your business. Authorized Agents have the power to sign on your behalf.)*

**5.** Mailing Addresses

 **PRIMARY CONTACT INFORMATION** *(Dates to contact you at this address, if seasonal.      )*

 Address:

 City, State, Zip:

 Email:       Website:

 Day Phone:       Evening Phone:       Fax:

**ALTERNATE CONTACT INFORMATION** *(Dates to contact you at this address, if seasonal.      )*

*If same as “Primary Contact Information, check here [ ]  and go to question 6.*

Address:

City, State, Zip:

Email:

Website:

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:

[ ]  Limited Liability Company

[ ]  Corporation

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

[ ]  Other

**7.** Business License – State and Number:       Expiration Date:

**8.** Employer Identification Number (EIN)**:**

**9.** Liability Insurance**:**

 Provide proof of liability insurance. The CUA operator must maintain General Liability insurance naming the United States of America as additional insured. Minimum coverage amount is $500,000 per occurrence. Some activities will require increased coverage or other types of liability insurance; see Park-Specific CUA Insurance Requirements (“Attachment A”).

1. Will your business operate vehicles/vessels/aircraft within NPS boundaries?

Yes [ ]  No [ ]

*Information for vehicles/vessels/aircraft chartered from and operated by another company is NOT required. If “Yes,” please give a description of each vehicle. Use additional paper, if necessary.*

| **Make/Model of Vehicle** | **Year** | **Max # Passenger Capacity** | **Own/Rent/Lease** |
| --- | --- | --- | --- |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

| **Make of Aircraft** | **Tail Number** | **Max # Passenger Capacity** | **Own/Rent/Lease** |
| --- | --- | --- | --- |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

| **Make/Model of Vessel** | **Registration # or****USCG Documentation** | **Length** | **Max # Passenger Capacity** | **Own/Rent/Lease** |
| --- | --- | --- | --- | --- |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |

**11. Additionally Required Documentation:**

 Parks may require proof of licenses, registrations and certificates, etc. Provide copies of additionally required documentation identified in “Attachment B”.

**12. DOI Employment:**

 Are you, your spouse, or minor children employed within the U.S. Department of the Interior?

Yes [ ]  No [ ]  If “Yes”, please provide information below:

Employee Name:       Title:

Bureau or Office where employed:

If you selected yes, to 12., please contact your servicing ethics office for further guidance prior to submitting this form. A list of servicing ethics offices can be found at, https://www.doi.gov/ethics.

**13. Violations:** 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:

**14.** **Fee:** Please include the Application Fee as outlined in Attachment B.

1. **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.*

Signature Date

 Printed Name Title

## NOTICES

**Privacy Act Statement**

**Authority:** The authority to collect information on the attached form is derived from 16 U.S.C. 5966, Commercial Use Authorizations.

**Purpose:** The purposes of the system are (1) to assist NPS employees in managing the National Park Service Commercial Services program allowing commercial uses within a unit of the National Park System to ensure that business activities are conducted in a manner that complies with Federal laws and regulations; (2) to monitor resources that are or may be affected by the authorized commercial uses within a unit of the National Park System; (3) to track applicants and holders of commercial use authorizations who are planning to conduct or are conducting business within units of the National Park System; and (4) to provide to the public the description and contact information for businesses that provide services in national parks.

**Routine Uses:** In addition to those disclosures generally permitted under 5 U.S.C.552a(b) of the Privacy Act, records or information contained in this system may be disclosed outside the National Park Service as a routine use pursuant to 5 U.S.C. 552a(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.

**Disclosure:** Providing your information is voluntary, however, failure to provide the requested information may impede the processing of your commercial use authorization application.

**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 (54 USC 101911). 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 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. OMB has assigned control number 1024-0268 to this collection.

**Estimated Burden Statement**

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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Information Collection Officer, National Park Service, 12201 Sunrise Valley Drive, MS-242, Reston, VA 20192. Please do not send your completed form to this address; but rather to the address at the top of the form.

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.

**COMMERCIAL USE AUTHORIZATION APPLICATION INSTRUCTIONS**

1. Enter the service you are proposing to provide. These are the services which are currently approved in the park:

Guided Tours: Walking, Bicycle, and Golf Cart Tours

If the service you are proposing to provide is not a currently approved service listed above, contact the park CUA office at the number above.

1. Respond “No” or list other parks where you will be providing this service.
2. Enter the legal name of your business. If you have a secondary name under which you are doing business (d.b.a.), please enter that name also.
3. Give the name(s) of owners and name(s) of persons designated as Authorized Agents for your business. Authorized Agents have the power to sign on your behalf.
4. Provide contact information for both the main season and the off-season. Your contact information may also be published in the NPS Commercial Services Directory.
5. Check the box that identifies your type of business.
6. If the state in which you operate or the state where your business is domiciled requires a state business license, provide the state, license number and year of expiration.
7. 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](http://www.irs.gov/Businesses/Small-Businesses-%26-Self-Employed/How-to-Apply-for-an-EIN). We will use the EIN that you provide as needed to collect debts.
8. Provide proof of General Liability Insurance naming the United States of America, as additional insured in the amounts designated in the application. Provide proof of vehicle/vessel/aircraft liability insurance if you own, rent, or lease vehicles/vessels/aircraft and transport visitors by those means or if those owned, rented, or leased vehicle/vessel/aircraft are engaged in providing the service (i.e., hauling horses used in the activity). Insurance companies must be rated at least A- by the most recent edition of A.M. Best’s Key Insurance Reports (Property-Casualty edition) or similar insurance rating companies (Moody’s, Standard and Poor’s, or Fitch). You may be subject to additional insurance requirements. Refer to “Attachment A”.
9. Provide a description of each owned, rented, or leased vehicle/vessel/aircraft you will utilize during the course of the proposed commercial service. Information for vehicles/vessels/aircraft chartered from and operated by another company is not required.
10. Provide copies of additional documentation as required by “Attachment B”.
11. Indicate if you, your spouse, or parent (if you are a minor child) is employed by the U.S. Department of the Interior (Department). Departmental ethics regulations at 5 C.F.R. § 3501.103(c) prohibit Department employees, their spouses, and minor children, from acquiring or retaining permits, leases, and other rights in Federal lands granted by the Department. This prohibition includes any commercial use authorization to conduct commercial activities or services on Department property.
12. Provide details 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. Do not include minor traffic tickets.
13. Include payment of the Application Fee - $150.00 See “Attachment ” B.
14. Please sign and date your application. If the person SIGNING this application is an Authorized Agent for the business, proof of signing authority must accompany this application.

Attachment A: Insurance Requirements

Attachment B: List of Approved Services, Additionally Required Documentation, and Fee Information

**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 on locations, times, group size, and employee licenses and certifications and providing such information to the park superintendent for approval.

## CONDITIONS OF THIS AUTHORIZATION

1. False Information: 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. Legal Compliance: The holder shall exercise this privilege subject to the supervision of the 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. All vehicles/vessels/aircraft are required to be registered and the operators are required to have the proper licenses to operate them commercially, as required by law or regulation.
3. Rates: The holder shall provide commercial services under this authorization to visitors at reasonable rates satisfactory to the area Superintendent.
4. **Operating Conditions:** The holder shall provide the authorized commercial services to visitors under operating conditions satisfactory to the area Superintendent.
5. Liabilities and Claims: 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.
6. Insurance: 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 name 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.
7. CUA Fees: At a minimum, the holder shall reimburse the park for all costs incurred by the park as a result of accepting and processing the application and managing and monitoring the authorized activity. Administrative costs for the application process must be paid when the application is submitted. Monitoring fees and any additional costs incurred by the park to support the commercial activity will be paid annually or on a more frequent basis as determined by mutual agreement between the Holder and the area Superintendent.
8. Benefit: No member of, or delegate to, Congress, or Resident Commissioner shall be admitted to any share or part of this authorization or to any benefit that may arise from this authorization. This restriction shall not be construed to extend to this Contract if made with a corporation or company for its general benefit.
9. Transfer: This authorization may not be transferred or assigned without the written consent of the area Superintendent.
10. Termination: This authorization may be terminated upon breach of any of the conditions herein or at the discretion of the area Superintendent.
11. Preference or Exclusivity: 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.
12. Construction: 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 area Superintendent.
13. Reporting: The holder is to provide the area Superintendent upon request 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 area Superintendent may request, including but not limited to, visitor use statistics, and resource impact assessments. The holder must submit annually the CUA Annual Report (NPS Form 10-660) and upon request the CUA Monthly Report (NPS Form 10-660A).
14. Accounting: 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 access to its books and records at any time for the purpose of determining compliance with the terms and conditions of this authorization.
15. Minimum Wage: The holder must comply with all provisions of Executive Order 14026 of April 27, 2021, (Increasing the Minimum Wage for Federal Contractors) and its implementing regulations, including the applicable contract clause, codified at 29 C.F.R. part 23, all of which are incorporated by reference into this authorization as if fully set forth in this authorization.
16. Visitor Acknowledgment of Risks (VAR): The holder is not permitted to require clients sign a waiver of liability statement or form, insurance disclaimer, and/or indemnification agreement waiving the client’s right to hold the CUA holder responsible for accidents or injury occurring on NPS property. The holder is permitted to request or require a client to sign a form or statement acknowledging risk and/or indicating that certain prerequisite skills may be needed to participate in the commercial activity. The holder must provide the park with the current copy of all forms and/or statements used for this purpose and obtain written approval by the park to use the form and/or statement. A sample Acknowledgment of Risk form may be obtained by contacting the CUA office at (601) 442-7047 or by going to the park CUA webpage at <https://www.nps.gov/natc/getinvolved/commercial-use-authorizations.htm>.
17. Intellectual Property of the National Park Service: Except with the written authorization of the Director of the National Park Service, the Holder shall not assert any legal claim that the Holder or any related entity holds a trademark, tradename, servicemark or other ownership interest in the words "National Park Service", the initials "NPS", or official name of any unit or part thereof, including but not limited to any facility, logo, distinctive natural, archaeological, cultural, or historic site, within the National Park System, or any colorable likeness thereof, or the likeness of a National Park Service official uniform, badge, logo, or insignia.
18. Nondiscrimination**:** The holder must comply with Applicable Laws relating to nondiscrimination in providing visitor services to the public and with all equal employment opportunity provisions of Title VII of the Civil Rights Act, as amended.
19. **Notification of Employee Rights:** The holder must comply with all provisions of Executive Order 13496 of January 30, 2009, (Notification of Employee Rights Under Federal Labor Laws) and its implementing regulations, including the applicable contract clause, codified at 29 CFR part 471, appendix A to subpart A, all of which are incorporated by reference into this authorization as if fully set forth in this authorization.

## SPECIAL PARK CONDITIONS

COMMERCIAL USE AUTHORIZATION

1. **Legal Requirement**: Failure to obtain authorization to provide commercial services is prohibited under Code of Federal Regulations [36 CFR 5.3 and 36 CFR 1.6(g) (1)]. The holder, and all its agents, must comply with the conditions of the authorization including all amendments, application requirements, and written or verbal directives from the Superintendent. Failure to adhere to the conditions of the authorization is a violation, pursuant to 36 CFR 1.6 (g) (2), for which a citation may be issued, and may subject the commercial operator to additional citations/penalties as prescribed by law or regulation, including exclusion from doing business in the park. The holder may be cited for any conditions violated by their employees and/or agents while they are operating under the provisions of a permit.
2. **Permits and Licenses:** The holder must obtain all permits or licenses from the state and local governments, as applicable to conduct said business activities and must operate in compliance with all pertinent Federal, State, and local laws and regulations.
3. **Public Health**: The holder will comply with applicable public health and sanitation standards and codes. The holder will promptly report information about any human illness, whether employees or guests, to the park Superintendent’s office at (601) 442-7047 for reporting to the NPS Southeast Region’s Public Health Consultant. This information, along with other information received, will be evaluated by the Public Health Consultant to help identify outbreaks of illness associated with or caused by adverse environmental conditions.
4. **Public Use**: A CUA does not grant the holder exclusive use of any areas of the park and holders are prohibited from restricting visitor use. Holders may not interrupt a permitted private event or sanctioned NPS program and must move to another location if a special event is occurring. Commercial clienteles are encouraged to join any NPS guided tour offered during their visit.
5. **Area Use**: This authorization is applicable only for the use of the area, term, and conditions designated herein. The area(s) authorized for use under this authorization must be left in substantially the same condition as it was prior to the activities authorized herein. 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 CUA holder is authorized to make of the area(s) described in this authorization.
6. **FEE:** A fixed rate, non-refundable application fee of $150 is required irrespective of the outcome of the approval process or length of the CUA. CUA management fees are a required fee separate from the application fee. The Park uses the following tiered methodology to assess a market price management fee**.**

|  |  |
| --- | --- |
| **CUA Gross Receipts** | **CUA Management Fee** |
| <$250,000 | 3% of gross receipts (minus application fee) |
| $250,000 to $500,000 | 4% of gross receipts (minus application fee) |
| >$500,000 | 5% of gross receipts (minus application fee) |

1. **Annual Report**: The holder must complete a Commercial Use Authorization Annual Report form for each year, or portion of a year, for which the holder is issued a CUA and submit the completed form to the Commercial Use Coordinator no later than January 31, of the following year.

The annual report must summarize total in-park visitor use and include gross revenues for the year. For the purposes of this permit, gross revenues are defined as:

The total amount received, realized by, or accruing to the business operator for all sales for goods and services provided by the business operator for payment by cash, barter, or credit pursuant to the privileges granted by the permit. This includes income from subsidiary or other operations located outside of lands administered by the National Park Service to the extent that they support operations authorized by the permit.

Gross receipts generated from subsidiary or other operations located outside of the park that do not participate in the provision of the service will not be included in the calculation of revenues generated under this permit.

1. **Behavior and Conduct**: The holder and its agents are required to exercise courtesy and consideration in their relations with the public and with NPS employees, volunteers, or other park agents. The holder will review and correct the conduct of any of its employees whose action or activities are considered by the NPS to be inconsistent with the safety, experience, enjoyment, and protection of visitors and stewards of public lands.
2. **Complaints**: Copies of any written complaints regarding activities conducted under the purview of this authorization must be provided to the Commercial Use Coordinator within a reasonable period of time after receipt by the holder. Likewise, the NPS will provide copies of any written complaints received by it to the holder.
3. **Monitoring**: The Superintendent has the right to monitor the holders activities for compliance with all aspects of this permit. Tour guides shall carry a copy of the approved CUA and present it to any park official upon request.
4. **Advertisements**: The holder will provide the Commercial Use Coordinator a copy of any existing company brochure, internet advertising1, or other promotional material as it pertains to Natchez National Historical Park at the time of application. The holder will, at the request of the park, make corrections to any promotional material deemed inappropriate, such as containing inaccurate or misleading statements regarding the services provided under the terms of this authorization, material that is non-complimentary to the park’s mission and visitor service objectives, or that depicts illegal or unauthorized activities. The holder shall not use advertising that attempts to portray it as an agent of the National Park Service, or to use National Park Service symbols, seals, or other items of identity.
5. **Limitations**: The National Park Service will retain the option to establish user allocations in future years as such a time as volume of use may increase to levels where specific controls or use limits must be imposed.

The National Park Service reserves the right to: (a) delay, cancel, or schedule any tour, and/or (b) limit the operation of permittees in specific areas or during specific time periods, and/or (c) schedule use of or close any park area, facility, or attraction for any reason necessary as determined by the superintendent. The NPS reserves the right to limit the size of any commercial group.

1. **Transportation Services**: The holder will provide the Commercial Use Coordinator a list of the types, numbers, and gross vehicle weight of vehicles to be used in the park to transport passengers or cargo.

The holder and its employees must adhere to all traffic regulations and policies of the local government, state, and National Park Service regulations, and will assume responsibilities for the actions of their patrons.

If operating a vehicle, the holder shall maintain all local, state, and National Park Service required permits and licenses current and on-board the vehicle at all times. A current copy must also be on file with the Commercial Use Coordinator. Maintaining a current copy on file with the National Park Service is the responsibility of the holder.

The holder must make the vehicle available for inspection upon request by authorized persons to examine documents, licenses, or permits relating to the operation of the vehicle, and inspect the vehicle to determine compliance with regulations pertaining to safety equipment, vehicle capacity, and pollution and noise abatement requirements. An authorized person who identifies a vehicle being operated without sufficient safety or firefighting devices, overload or other unsafe condition may direct the operator to suspend further use of the vehicle until the condition(s) are corrected.

1. **Equipment**: Equipment must be in serviceable condition and well maintained at all times.
2. **Safety:** An appropriate size first aid kit will be carried on each guided tour. Each kit must contain a supply of items adequate to treat the number of persons on the group. Items to control bleeding, prevent infection, stabilize aa fracture, and provide some relief to discomfort are essential. The lead guide will be prepared for emergency situations where they may need to revise their original plan to accommodate clients’ abilities or changing weather conditions. The tour guide will ensure that all members of the group have adequate equipment, water, and proper clothing for the proposed itinerary.
3. **Lost and Found:** Lost items will be reported to the nearest National Park Service employee. Found items must, by regulation, be turned in to the nearest National Park Service contact station along with information on where and when it was found.
4. **Current Park Information**: The holder and its patrons shall abide by all park regulations, laws and policies. Permittee will provide patrons with up-to-date information concerning special closures within the park. Current information on closures is available at the park website at [www.nps.gov/natc.](http://www.nps.gov/natc)
5. **Accidents/Emergencies:** CUA holders are totally responsible for the protection and security of their passengers and employees within the park. Any incident/accident occurring within the park and involving the safety or well-being of the holder/patrons must be reported immediately to the nearest park employee and to the Commercial Services Coordinator, in writing, within 7 days of the incident CUA holders are responsible for making any reports required by the State of Mississippi.

The CUA holder must conduct an investigation of all accidents and provide the National Park Service with written documentation of the cause of the accident and steps being taken to precent reoccurrence.

1. **Park Resources**: Natural and cultural features will not be disturbed, damaged, or altered. The CUA holder is responsible for any cleanup costs and associated charges required as a result of spills or accidents resulting from activities during the permit duration. The holder is also responsible for any costs and charges associated with the restoration of the resource due to disturbed natural, cultural and /or historical resources. Cleanup will be conducted in accordance with all applicable Federal and State environmental laws.
2. **Service Providers**: The holder will maintain an updated list of all employees rendering services under the provisions of the authorization on file with the Commercia Use Coordinator. The Park reserves the right to prohibit the use of specific service providers should it document a history of misconduct or an unwillingness to abide by park regulations. The Park will discuss the situation with the holder before barring any specific service provider. Anyone working for the permittee must be an employee of the permit holder. No sub-contracting is authorized.
3. **Employment Practices**: CUA holders shall not employee National Park Service employees, their spouses, or their minor children in any status without prior written approval of the Superintendent.
4. **Authorization Approval**: A full copy of the approved CUA must be carried by the holder, or their employees, when operating in the park. The holder, and all company employees, should be well informed of the conditions of the authorization and are required to obey the guidelines within. A copy of the approved CUA, including all conditions, must be presented to any park employee upon request. Failure to carry a complete authorization is a violation of the terms and conditions of the permit.
5. **Locations and Tour Routes**: This permit authorizes permit holders to conduct guided tours of park sites and may include non-NPS sites. All tours shall commence at the Natchez Visitor Center and proceed to Fort Rosalie and the William Johnson House.
6. **Group Size Restrictions:** Guided tour group size is limited to a maximum of 14 individuals, including guides.
7. **Operating Plan**: An operating plan must be submitted with your application. The plan must include: a schedule of fee rates; exact tour route(s); tour schedule that includes dates and arrival/departure times for each tour; details of how operators will promote the park in general; and interpretive information on park specific sites that will be included in the tour. The plan should reflect how the holder will support the park in providing a diversity of visitor opportunities and experiences; support the park in educating park visitors about park purpose, significance, and fundamental resources and values; and enhance opportunities to ensure visitor health and safety.
8. **Employee Training:** Tours must be led by a responsible employee who has a good understanding of the park rules, regulations and resources: knowledge of the provisions of the CUA; and sufficient experience in the park to provide the competent leadership in the park necessary to conduct professional tours. Each tour group must have one person identified as the group or tour leader who will remain with the group at all times. If the party is divided into more than one group, each group will have a tour leader.
9. **Guide Qualifications:** The following minimum qualifications must be met by each guide operating within Natchez National Historical Park.
	* 1. The lead guide in each tour group must have a current American Red Cross First Aid Card or its equivalent and a current CPR card in their possession while in the park.
		2. Guides must be at least 18 years of age.
		3. Guides must provide interpretation of the park to clients that reflect the park’s interpretive themes and significance statements (see Appendix I).
		4. Guides must be trained in basic safety and resource protections, Leave No Trace principles, park rules and regulations and in the requirements of the CUA.
10. **Orientations**: The tour leader must provide an orientation to clients. The orientation must include basic safety information and procedures, Leave No Trace principles, and a brief overview of all park sites.
11. **Business Operations:** The holder is authorized to sell tickets, for tours authorized by this CUA, within the designated park tour ticketing area of the Natchez Visitor Center. The holder **is not** granted exclusive rights to conduct business within this area. The holder shall not install any equipment in the sales area. All sales and communication equipment must be portable and be in the custody of the holder at all times. Do not leave equipment or fees unattended.
12. **Park Closures:** The Natchez Visitor Center is closed on Thanksgiving Day, Christmas Day, and New Year’s Day. Park management reserves the right to close any park area due to severe weather or for administrative reasons.
13. **Parking and Loading/Unloading:** Vehicles ( including golf carts) transporting passengers may only park in legal vehicle parking spaces. Vehicles may drop off and pick-up passengers in the designated loading and unloading zone and are authorized to enter the designated zone no longer than 15 minutes before the scheduled tour departure time. Vehicles must exit the designated loading and unloading zone immediately after the last passenger has departed the vehicle.

1. **No Right of Renewal:** No right of renewal attaches hereto. Upon expiration of this authorization, the viability of this service inside the park shall be reviewed and the Superintendent shall determine if authorization of this services shall continue under a CUA. If a determination is made to continue the services under this type of authorization, the authorization holder may then apply for a new CUA.

ATTACHMENT A

### CUA Insurance Requirements

**Commercial General Liability (CGL) Insurance**

Liability insurance is required for all CUA holders under the terms of the authorization. Such insurance should be of sufficient scope to cover all potential risks and in an amount to cover claims that can reasonably be expected in the event of serious injury or death. The minimum commercial general liability insurance is $500,000. Liability insurance policies must name the United States of America as additional insured. The business or person that is providing the service must be the named insured (policy holder). Companies that provide transportation only are not required to have Commercial General Liability as long as the passengers do not disembark.

**Commercial Vehicle Insurance**

**Commercial Auto Liability Insurance** is required if a CUA holder transports passengers or uses in the performance of the service in the park owned/leased/rented vehicles. If a CUA holder charters the vehicle and those chartered vehicles are owned and operated by another company, the CUA holder is not required to have Commercial Automobile Liability insurance. The minimum Commercial Auto Liability Insurance for passenger transport is:

| **Commercial Vehicle Insurance – Passenger Transport****(bodily injury and property damage)** | **Minimum per Occurrence Liability Limits\*** |
| --- | --- |
| Up to 6 passengers | $1,000,000 |
| 7 – 15 passengers | $1,500,000 |
| 16 – 25 passengers | $3,000,000 |
| 26+ passengers | $5,000,000 |

**Insurance Company Minimum Standards**

The NPS has established the following minimum insurance **company** requirements. All insurance companies must meet the following minimum standards. These standards apply to foreign insurance companies as well as domestic companies.

1. All insurers for all coverages must be rated no lower than A- by the most recent edition of Best’s Key Rating Guide (Property-Casualty edition), or similar insurance rating companies (Moody’s, Standard and Poor’s, or Fitch), unless otherwise authorized by the Service.
2. All insurers for all coverages must have Best’s Financial Size Category of at least VII according to the most recent edition of Best’s Key Rating Guide (Property-Casualty edition), or similar insurance rating companies (Moody’s, Standard and Poor’s, or Fitch), unless otherwise authorized by the Service
3. The insurance ratings must be submitted with the CUA Application. The rating companies do not issue certificates. We require the insurance broker to note this rating in the Certificate. If the rating does not appear on the certificate, the insurance broker must provide it in another document.

**Proof of Insurance Submission**

Applicants must submit proof of insurance with the CUA Application. The proof of insurance must:

* Be written in English with monetary amounts reflected in USD
* Reflect that insurance coverage is effective at time of CUA Application submission
* Name as insured the business or person that is providing the service
* Name the United States as additional insured
* Reflect a General Commercial Liability Policy with the minimum coverage amount required in the CUA Application
* Reflect required additional insurances (commercial vehicle, vessel, aircraft, etc.) with the minimum coverage amount required in the CUA Application
* Include insurance provider rating or provide in separate document

##

## ATTACHMENT B

**List of Approved Service, Additionally Required Documentation, and Fee Information**

|  |  |  |
| --- | --- | --- |
| **AUTHORIZED COMMERCIAL SERVICE** | **REQUIRED DOCUMENTATION** | **REQUIRED CUA FEES** |
| Guided Tours | * Occupational License/Business Tax Receipt for the municipality where the business is domiciled\* (or note, signed by the applicant, indicating nothing is required in the area where the business is domiciled)
* Proof of Insurance showing the United States of America as additionally insured\*, see Application Attachment B for minimum requirements.
* Vehicle registration for each vehicle used
* Visitor Acknowledgment of Risk Form, if used
* Driver’s license for all drivers
* Operating Plan that includes: a schedule of fee rates; exact tour route(s); tour schedule that includes dates and arrival/departure times for each tour; details of how operators will promote the park in general; and interpretive information on park specific sites that will be included in the tour. The plan should reflect how the holder will support the park in providing a diversity of visitor opportunities and experiences; support the park in educating park visitors about park purpose, significance, and fundamental resources and values; and enhance opportunities to ensure visitor health and safety.
* Copy of any promotional material pertaining to Natchez National Historical Park
 | $150 application feeManagement fee - % of gross receipts |
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## APENDIX I

**Park Interpretive Material**

The following information should be used when developing tour content.

The following information should be used when developing tour content.

The purpose of Natchez National Historical Park is to preserve and interpret the complex history and material culture of all the peoples of Natchez, Mississippi, emphasizing European settlement, African enslavement, the American cotton economy, and the Civil Rights struggle on the lower Mississippi River.

The enabling legislation for Natchez National Historical Park, signed into law on October 7, 1988, highlights the importance of establishing the park, citing the “history of Natchez, Mississippi, as a significant city in the history of the American South.” This purpose statement, in tandem with the enabling legislation and subsequent updates, lays the foundation for our understanding of what is most important about the park. The park tells the story of Natchez in the American South and protects sites and structures associated with the peoples of Natchez and its surrounding area from the earliest inhabitants to the modern era. The park is currently composed of five National Park Service-owned properties—the Natchez Visitor Center, Melrose, the William Johnson House, the Fort Rosalie site, and the soon-to-be acquired Forks of the Road—and oversees a larger area known as the preservation district, which maintains much of the city’s antebellum and Reconstruction era landscape and architecture. Natchez includes the designation of 8 National Register of Historic Places districts, and Adams County has 13 National Historic Landmarks, which gives visitors an opportunity to understand the social, political, and economic development of the region in more context.

Significance statements describe the importance of the park and its resources and express why a park’s resources and values are important enough to merit designation as a unit of the National Park system. These statements are linked to the purpose of the park and describe the distinctive nature of the park. They focus on the most important resources and values that will assist in park planning and management. Furthermore, they are supported by the latest data, research, and scholarship related to their topics. Please note that the sequence of the following statements does not reflect the level of significance. The park is significant because:

Woven into the historic fabric of Natchez, Mississippi, Natchez National Historical Park provides an opportunity to explore the world of the antebellum cotton economy on the Lower Mississippi River, a culture derived from a slave-based plantation system that generated a concentration of wealth and power unparalleled among other American cities at the time.

The Forks of the Road, the second-largest slave market in the Deep South, operated most intensely from 1833 through the local enforcement of emancipation in 1863. During this period, thousands of enslaved men, women, and children of African descent were trafficked to the site and sold as part of the domestic slave trade that was foundational to the plantation economy in Natchez and the lower Mississippi Valley.

Melrose is one of the great houses of the American South, distinguished by its Greek Revival architecture, original furnishings, decorative arts, landscape, and outbuildings. It is a tangible link to the Southern planter class and the enslaved people who lived and worked on the estate.

Natchez National Historical Park preserves a comprehensive museum collection of exceptional, well-documented decorative arts, historic objects, original furnishings, archeological artifacts, and archives that serve as primary source material on the history of Natchez.

The William Johnson House provides a window into the life of a free man of color whose published diary and personal papers provide a detailed account of daily life in the antebellum South.

Established by the French in 1716, Fort Rosalie was the earliest European settlement on the lower Mississippi River; the French, Spanish, British, and Americans who occupied it considered it a strategic location in their quest for control of the lower Mississippi River.

Themes:

**Labor**

Natchez represents a “grand collision” of global skills and labor contributions—Spanish, French, British, African, Native American, and American.

Cosmopolitan creativity, including African voices, influenced the city’s development and architecture.

Different labor systems have characterized the economy of Natchez and have evolved over time, sometimes echoing the same racism and biases of previous systems.

The activity of human trafficking and the labor of enslaved persons supported the wealth and cotton-based economy that made Natchez one of the wealthiest cities in the nation in the 1800s.

**Communities**

Both visible and invisible communities compose the Natchez story.

Many of Natchez’s communities are living and continue to influence Natchez today—many descendants of the people who built Natchez (from both visible and invisible communities) are still living in the city.

Some Natchezians have created and taken advantage of social power structures (e.g. race-based slavery, Jim Crow Mississippi) to their own benefit.

Some communities of Natchez continue to survive despite persecution, economic struggles, and changing demographics.

**Triumph Over Adversity**

Despite racial prejudices and oppression, many African Americas, Native Americans, women, and other historically oppressed Natchezians strove to overcome the barriers placed before them to achieve personal growth and success.

Civil Rights leaders and community members in Natchez ignored threats and fears of violence to seek a better life for all Natchezians.

The Forks of the Road represents the moral nadir of American history and idealistic values and ideals; the self-emancipation by Black Americans in the region during the Civil war and presence of U.S. Colored Troops at Natchez stands in stark contrast to the horrors of this site.

**Systems of Oppression**

Natchezians achieved great wealth and built elaborate estates, including Melrose, through the skill and craftsmanship of forced labor from enslaved persons.

Figures such as William Johnson overcame the racial barriers and systems of oppression which limited their freedom, while also using those same systems for their own benefit.

Social dominance and economic success were achieved by some in Natchez through racial and cultural exploitation.

Members of the White landowning class relied on the skill of forced labor to build immaculate homes and estates such as Melrose.

**Memory (Legacy)**

The dedication of wealthier Natchezians has allowed the cityscape and antebellum homes to be preserved in the preservation district and around the city, while other sites and cultural centers were not preserved.

The lasting legacies of slavery still influence local perspectives on the views of the past.

Exclusion and erasure have characterized Natchez tourism and the history of Natchez interpretation.

The antebellum cityscape of Natchez has been preserved and used by some to retell a different story of the city’s past, including the role of racial exploitation in the narrative.

**Place**

The Mississippi River is central to Natchez’s communities and economy.

The natural features present at the site (the bend in the river, sightline up and downriver, the high ground of the bluff, rich alluvial soil) make Natchez a strategically-located and ideal settlement which different nations and groups of people have sought to inhabit and control.

The Mississippi River and Natchez Trace connect Natchez to the wider world; they symbolize opportunity and freedom, as well as the denial of those things to some.

Climate change threatens some of the natural features and climate that made Natchez a desirable area to live and settle.

The French strategically built Fort Rosalie on the 200-foot bluff with an expansive view up and down the river.