

**Parks and Recreation Division**  
**Commercial Operator Client Fees**  
**Prepayment: Estimate of the Number of Clients**  
 (Retain a copy of this form to submit at end of season)

**Today's Date:** \_\_\_\_\_

**Applicant's Information:**

Business Name: \_\_\_\_\_

\_\_\_\_\_  
 Last Name

\_\_\_\_\_  
 First Name

\_\_\_\_\_  
 Mailing Address

\_\_\_\_\_  
 City State Zip Code

\_\_\_\_\_  
 Phone

\_\_\_\_\_  
 Email Address

\_\_\_\_\_ X \$2 = \_\_\_\_\_ **Total Client Fee**

**Estimated Number of Clients**

\_\_\_\_\_ Subtotal

\_\_\_\_\_ Subtract any Carryover

\_\_\_\_\_ Tax

\_\_\_\_\_ **Total Fee with tax**

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Date

The permit holder shall pay a fee deposit **prior to commencement of the permitted activity** in accordance with SGC 23.20.040. The current fee for guided tours is \$2.00 per client. The minimum fee is one hundred dollars. The permit holder shall use its best estimate of the number of clients and days they will be guiding.

The permit holder shall submit to the City Utilities Office: a reconciliation form, this prepayment form and client reporting sheet by October 31 every year.

*For Official Use: Parks and Rec Fees GL #: 100-300-320-3201.011  
 Please make two copies, one for Commercial Operator and one for Parks and Recreation Division records*

**Check box if \$250 application fee is included with client fee payment**