



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

HARRIGAN CENTENNIAL HALL **PERMIT APPLICATION AND BID INSTRUCTIONS 2024**

The City and Borough of Sitka has twenty (20), HCH space permits for bid in designated areas at Harrigan Centennial Hall. The information below can be used as reference for submitting your application.

An application will be accepted only from a person who has, or upon issuance of the permit, will have the legal authority to act in accordance with the permit. The application must be signed by the owners of the business to be subject to the permit. The HCH Manager may require an applicant to submit evidence of authority to apply for the permit.

An application must be on forms provided by the CBS which are available at the office of the HCH Manager at 330 Harbor Drive, Sitka, Alaska 99835. An application will not be considered unless it is complete, signed and filed together with any required attachments or exhibits at the office of the HCH Manager.

1. Applications for 2024 are available online or at the front desk at Harrigan Centennial Hall. Applications must be filed on or before **January 11th, 2024**, to be eligible for a 2024 permit.
2. **Information required to be provided by applicant in application:**
 - a. Name of each individual and/or business entity responsible for conducting business under the permit. Each person listed shall be jointly and individually responsible for compliance with the permit;
 - b. The permanent, temporary, local, and foreign residence and mailing address of each person responsible for conducting business under the permit;
 - c. Current phone numbers and email addresses of each person responsible for conducting business under the permit;
 - d. A copy of a current driver's license or other government identification card which includes a photograph, date of birth, and a written physical description of the applicant;
 - e. Physical descriptions and license numbers of each vehicle to be used in conducting business under the permit; and
 - f. A description of the commercial operations being conducted by the business.
3. **Bid process and procedure:**
 - a. Seven (7) spaces designated by the HCH Manager are available for assignment. Five (5) Plaza Vendor Spaces and two (2) Outfitter Spaces;

- b. The application must be filed on or before **January 11th, 2024** at **4:30 p.m.** at the office of the HCH Manager, and any noncompliant applications/bids will be rejected and returned within 48 hours with a written statement of reasons for rejection (which the applicant may cure, if submitted on or before the application deadline);
- c. The auction will be conducted in accordance with standard procedures determined by the HCH Manager as approved by the Municipal Administrator, and will be held at HCH on **January 12th, 2024**, starting at **10:00 a.m.**;
(Each winning bid will select space number)
- d. The minimum/starting bid for a space is \$2,500 per year of a “permit term,” which is for three consecutive calendar years for the period from April 1st through December 31st of each of those calendar years, except at the initial offering in 2023, with all subsequent offerings in future years to be for three year term permits;
(Outfitter starting bid is \$5,000. Permits will be two (2) three year permits.
- e. Successful bidders must pay their bid for each calendar year of the permit term, or a prorated amount if prepayment is made, before **March 1st** of each calendar year of the permit term, or else the permit shall be forfeited, and the space shall be forfeited, and the space will be rebid;
- f. Successful bidders must provide the HCH Manager with a broker’s certificate of insurance showing that the applicant has obtained public liability insurance in the amount of \$1,000,000, in which the CBS is named as an additional insured and the insurer is required to notify the CBS if the policy is modified, canceled, or terminated, within ten (10) days of notice, or before issuance of the permit, whichever occurs first, or else the permit will be forfeited, and the space will be rebid.

Checklist of documents to be included with application:

- Driver’s license or other government identification card (copy).
- Certificate of Insurance (copy).
- Alaska business license (copy).
- Verification of no overdue debt with the CBS (from the CBS Finance Department) (original).
- Criminal history (from the State of Alaska) (copy).
- Permit fees – the bid amount for each year of permit term (cash or certified check).