



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

HARRIGAN CENTENNIAL HALL PLAZA SALES PERMIT APPLICATION 2022

A Commercial Operations Permit allows for the sale of tours and excursions in two designated areas, Harrigan Centennial Hall Plaza and at the O'Connell Bridge Tendering Facility.

I. Procedures:

The Tour Operator must complete and submit the permit application form before a permit is issued.

The applicant must provide the following information and deposit:

- 1) A list of tours that will be sold under their permit.
- 2) Employee information as required.
- 3) The insurance and endorsement certificate, listing CBS as additional insured.
- 4) Provide a non-refundable \$400 (cash, money order, or cashier's check), except for persons or businesses who have already obtained a permit under Section 6.19 of the Sitka General Code.

II. Permit Requirements:

To be eligible to receive a Harrigan Centennial Hall Permit to Sell, an applicant must:

- (1) In accordance with SGC 6.19, hold a current Alaska business license.
- (2) An annual commercial operations permit shall be valid for the period from April 1st through December 31st of each calendar year, unless sooner revoked or terminated.
- (3) In accordance with SGC 6.19, maintain a place of business under the name on the Alaska business license within the boundaries of the City and Borough of Sitka, Alaska.
- (4) In accordance with SGC 6.19, Maintain a year-round place of business and mailing address in the City and Borough of Sitka, Alaska and must designate a single individual by physical address, mailing address and phone number in Sitka upon whom services of notices and legal proceedings may be made.
- (5) In accordance with SGC 6.19, Actively sell during the tour season meaning the permit holder either derives a significant portion of its income from the sales made through the permit or that the permit holder is making substantial use of the permit; and

(6) In accordance with SGC 6.19, Not be delinquent in the payment of fines, taxes, judgments, or other monies owed to the City and Borough of Sitka.

(7) In accordance with SGC 6.19, The permit holder shall not sell, or permit to be sold, tours on any vouchers or receipts other than their own.

(8) In accordance with SGC 6.19, A person delinquent in the payment of fines, taxes, judgements, or other monies owed to the city may not receive a permit.

(9) In accordance with SGC 6.19, Permittees are responsible for complying with all state, federal, and local laws applicable to their activities. Applicants are hereby noticed that Violations of Alaska Consumer Protection Act AS 45.50.471 - AS 45.50.561 and specifically Section 45.50.471. - Alaska Unfair Trade Practices and Consumer Protection Act, apply to the permitting process. Applicants are also reminded of Alaska Statute 45.50.562 - .596 making it unlawful to restrain trade or commerce by fixing, controlling, or maintaining prices, allocating or dividing customers or markets or refusing to deal or inducing third parties to deal with another person. Violators will be subject to administrative and criminal fines to the maximum extent allowed by law, including the revocation of CBS business and other CBS licenses.

(10) In accordance with SGC 6.19, Prior to issuance of a permit, the prospective permittee must provide the department with a broker's certificate of insurance and an endorsement certificate showing that the permittee has obtained at least \$1,000,000.00 or, in case of courtesy vehicles, \$1,000,000.00, of public liability insurance. The endorsement certificate must establish that the City and Borough of Sitka is named as an additional insured on such policy, and that the insurer thereof shall notify the City if the policy is modified, canceled, or terminated.

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IV. Permittee Information (1-10 below must be completed in full)

(1) Legal Business Name: _____

(2) Owner(s) _____

(3) Business Mailing Address: _____

(4) Business Physical Address: _____

(5) Business Phone number: _____

(6) Name of Designated Contact: _____

(7) Designated Contact Person Mailing Address: _____

(8) Designated Contact Person Physical Address: _____

(9) Designated Contact Person Telephone Numbers:

(Home) _____ (Fax) _____ (Cell) _____

(10) E-mail address: _____

**HARRIGAN CENTENNIAL HALL
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City: City and Borough of Sitka

Applicant:

Date: _____

Date: _____

By: _____
Authorized Representative

By: _____
Authorized Representative

V. Verification

(1) Attach a copy of current business license.

VI. Certification.

By signing this application, you acknowledge and understand the regulations and ordinances regarding these permits and will comply with all the laws of the State of Alaska.

If any clause or provision of this application is determined to be illegal, invalid, or unenforceable under present or future laws, the remainder of this application shall not be affected by such determination, and in lieu of each clause or provision that is determined to be illegal, invalid, or unenforceable, there shall be added as a part of this License a clause or provision as similar in terms to such illegal, invalid, or unenforceable clause or provision as may be possible and be legal, valid, and enforceable.

No alteration or variation of this Application shall be valid or binding unless contained in a written amendment signed by the City and Applicant.

HARRIGAN CENTENNIAL HALL COMMERCIAL ADVERTISEMENT SIGN REGULATIONS 2022

Persons intending to place any commercial advertisement sign in the Harrigan Centennial Hall Plaza and O’Connell Bridge Lightering Facility areas shall first be required to submit a Harrigan Centennial Hall Permit to Sell. Upon approval, you will be allowed one sidewalk space at Harrigan Centennial Hall Plaza/O’Connell Bridge Lightering Facility on a “first come, first served” basis, for solicitation or freestanding, portable or mobile signs.

Limitations:

1. Permittees may conduct business from April 1st to December 31st in a calendar year.
2. Any signs used by permittees in an area regulated by this chapter must be in compliance with the law. All signs, vessels and vehicles must be portable or mobile and must be removed from any area for which the City and Borough is responsible at the end of the business day.
3. Freestanding signs will be limited to one per permittee at each location and shall not be more than three feet wide and four (4) feet from the ground and shall only be posted in the “designated areas.”
4. All solicitations, negotiations and executions of sales shall only be conducted in the designated sidewalk space.
5. Permits issued are contingent on a permit application being accepted and fees paid. Spaces will be assigned by the Harrigan Centennial Hall Manger.

Applicant: _____

Date: _____

Ph: _____

Certification.

By signing this application, you acknowledge and understand the regulations and ordinances regarding these permits and will comply with all the laws of the State of Alaska.

ATTACHMENT 1



ORANGE – Vendor Sales RED – Outfitter Parking YELLOW – Taxicab Staging LT BLUE – Dock Shuttle