




CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

Thru: John Leach, Municipal Administrator 

From: Antonio Rosas, Harrigan Centennial Hall Manager

Date: August 11th, 2022

Subject: 2023 Tourism Permitting for Harrigan Centennial Hall

Background

This year the City and Borough of Sitka is expected to receive at least 350,000 tourists with future forecasts of more than 480,000 in the next few years. With the growing number of tourists, comes more opportunities for the growth of commercial tour operations. With the growing number of commercial tour operators and the lack of space to accommodate, an update of the current permitting system will be needed.

The City and Borough of Sitka offers 14 types of commercial vendor and youth permits to the public to conduct summer tourism operations at Harrigan Centennial Hall and O'Connell Bridge Lightering Facility. Currently, there are 11 commercial vendor sales permits issued with only 10 available vendor spaces in front of HCH. There are 4 outfitter space permits issued at Harrigan Centennial Hall with 5 available spaces. For the summer of 2022 all vendor/outfitter space permits were issued as "first come, first served" which is a system that will not be possible to accommodate all potential commercial vendors.

Harrigan Centennial Hall and The Professional Development Company (contractor) have developed a new bidding process for permitting that is a common practice for most tourism municipalities in Alaska and down south. This bidding process for issuing permits will allow for a small revenue to return to the city to help with infrastructure as well as making the issuing process fairer for returning and new commercial tourism vendors

Analysis

After more than 20 years, summer vendor permits for Harrigan Centennial Hall require updates to better restructure and organize the already existing permitting system.

Fiscal Note

Permit restructure will include a small revenue to help support city infrastructure due to added usage to facilities and roads.

Recommendation

Remove and replace existing summer vendor permits with updated (bid) permits to allow for future growth.

Encl: 2023 Document List
2023 HCH Loading Unloading Vehicle Permit
2023 HCH Outfitter Space Permit (Bid)
2023 HCH Outfitter Space Permit (Non-Bid)
2023 HCH Plaza Sales Permit (Non-Bid)
2023 HCH Plaza Space Permit (Bid)

2023

HCH Tourism Documents City of Sitka

- 1) HCH Outfitter Parking Space Rental
 - a. Bid
 - b. Fixed Price

- 2) HCH Plaza Sales Space Rental
 - a. Bid
 - b. Fixed Price

- 3) HCH Commercial Vehicle Loading/ Unloading Authorization
 - a. Info about Fees per vehicle size

Packets Include:

Plaza Sales Space Rental Packet

Visitor Facility Conduct Agreement

HCH Plaza Space Rental Application / Sign Agreement

Fill out forms – Pay Money

Outfitter Parking Space Rental Packet

Visitor Facility Conduct Agreement

HCH Parking Space Rental Application / Outfitter Agreement

Fill out forms – Pay Money

HCH Driver Conduct Agreement



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

HARRIGAN CENTENNIAL HALL **LOADING/UNLOADING VEHICLE PERMIT 2023**

A. Limitations.

1. No person shall operate, park, stand, or stop a commercial vehicle, or cause or direct the same, within the designated loading/unloading zones at Harrigan Centennial Hall/O'Connell Bridge Tendering Facility areas except as authorized hereunder.
2. Vehicular use of designated loading/unloading zones for commercial operations purposes without proper authority is a violation of SGC 6.19.
3. HCH staff reserves the right to designate areas for staging and sales activities.
4. Any signs, vehicles and vessels used in an area regulated by this chapter must be in compliance with the law.
5. All vehicles and vessels must be operational at all times.
6. Unless authorized, all signs, vehicles and vessels must be removed from any area for which the city and borough is responsible at the end of each business day. (9pm)
7. An official sticker shall be issued and placed in the front right hand corner of the windshield of each vehicle.

B. Fees.

Each tour operator under this chapter shall pay a nonrefundable annual Loading/Unloading Authorization Fee for each motorized vehicle(s) used in a commercial operation involving organized excursions or shuttle activities that will be loading/unloading at Harrigan Hall/O'Connell Bridge Tendering Facility.

Applicable per vehicle loading/unloading authorization fees are as follows based on max capacities:

- Under 7 Passengers \$250.00
- 7-15 Passengers \$500.00
- 16-29 Passengers \$750.00
- 30 or more Passengers \$1000.00

Fees will be reduced 50% for electric vehicles

HARRIGAN CENTENNIAL HALL
LOADING/UNLOADING VEHICLE PERMIT 2023

C. Certification

By signing this authorization, 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.

BUSINESS NAME: _____

SITKA STREET ADDRESS: _____

CONTACT PERSON: _____ PHONE NUMBER: _____

EMAIL ADDRESS: _____

STICKER NUMBER: _____

City: City and Borough of Sitka

Applicant:

Date: _____

Date: _____

By: _____

By: _____

Authorized Representative

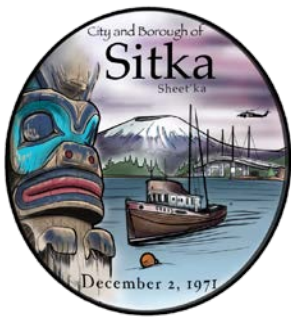
Authorized Representative

ATTACHMENT 1



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

White – Independent Sales Pickup



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

HARRIGAN CENTENNIAL HALL **OUTFITTER SPACE PERMIT 2023 (BID)**

The City and Borough of Sitka has five (5) renewable HCH Outfitter Spaces available for the 2023 season. HCH Outfitter space allow for the sale of tours and tour outfitting in designated areas at Harrigan Centennial Hall.

I. Procedures: There are five (5) HCH Outfitter Spaces available.

- 1) Outfitter space locations will be decided by sealed bid starting with the highest bid. The minimum bid is \$5,000.00.
- 2) The 5 winning bids will have the opportunity to occupy one Outfitter Space in the official designated locations. The Outfitter Space is reserved by space number and chosen by the HCH manager based on vehicle and equipment specifications. Space changes or exchanges can only be made by the Harrigan Hall Manager.
- 3) All spaces will be permanent for the season. “First come, first served” will not apply.
- 4) If two or more bids of equal value are submitted, those spaces will be determined by “random draw”. Once the tie is resolved, any remaining spaces will then continue with next highest bid until all remaining spaces are rented.
- 5) If more than 1 minimum bid is received, any remaining spaces will be determined by “random draw”.
- 6) To bid on a 2023 outfitting space, you must meet three requirements:
 - a. Bidder must meet the eligibility requirements listed below,
 - b. Bidder must complete and submit this application form.
 - c. Bidder must provide a non-refundable deposit of \$5,000.00 (cashier’s check/personal check) to the HCH building manager.
- 7) The final amount of the bid, minus the \$5,000.00 bid deposit, must be received by (4:30 p.m. on [REDACTED], 2023) TBD. The highest bid is final.
- 8) Winning bidders must pay their bid price in full by (4:30 p.m. on Friday, [REDACTED], 2023) TBD, or the bid is forfeit.
- 9) The winning bidders must provide the following information no later than 60 days prior to the start of the cruise ship season or their bid is forfeit and their chosen space is lost.
 - a. A list of tours that will be sold under their permit.
 - b. Company information.
 - c. The insurance & endorsement certificate listing CBS as additional insured

II. Information Requirements: To be eligible to bid on and receive a HCH Outfitter space, an applicant must:

- 1) In accordance with SGC 6.19, hold a current Alaska business license.
- 2) 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.
- 3) In accordance with SGC 6.19, 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.
- 4) In accordance with SGC 6.19, A sales space holder who operates tours may have its tours sold by another permit holder, provided the permit holder operating the tour does not direct the activities of the other permit holder's sales booth or obtain any financial benefit from the other permit holder's sales booth other than that provided by the sale of the tour.
- 5) 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.
- 6) 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.
- 7) 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.
- 8) Provide a \$5,000.00 bid deposit (cash, cashier check or check) by 4:30 p.m. on , 2023.
 - a. If permit is obtained, the deposit will be credited.
 - b. If permit is not obtained, the deposit will be refunded.
 - c. If the winning bidder does not pay for the permit by the payment deadline, the deposit will not be refunded.

HARRIGAN CENTENNIAL HALL
OUTFITTER SPACE PERMIT 2023 (BID)

III. 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.

BUSINESS NAME: _____

SITKA STREET ADDRESS: _____

CONTACT PERSON: _____ PHONE NUMBER: _____

EMAIL ADDRESS: _____

HIGHEST BID PLACED: _____

City: City and Borough of Sitka

Applicant:

Date: _____

Date: _____

By: _____
Authorized Representative

By: _____
Authorized Representative

HARRIGAN CENTENNIAL HALL
OUTFITTER SPACE AGREEMENT 2023 (BID)

Up to five (5) outfitting spaces may be designated and assigned to commercial operators for the purposes of accommodating vehicles that are necessary for customer outfitting and rental of equipment to be used on a trip or tour. HCH Outfitter Space will be issued by sealed bid unless more than five (5) HCH Outfitter Space rental applications are received. In that case, spaces will be issued by public outcry auction. Those businesses awarded space under this provision may remain overnight to reduce congestion.

Limitations:

1. Space will only be issued to outfitting businesses or rental businesses that have a Commercial Operators Permit under Chapter 6.19 of the Sitka General Code.
2. Operators may park from April 1st to October 15th of a calendar year.
3. Parked vehicles are to be necessary for customer outfitting and rental of equipment to be used on a trip or tour.
4. Designated areas for this parking space are set out in Attachment 1.
 - a. Designated areas will be 25 feet long / 10 feet wide / 9 feet high.
 - b. Designated areas will be marked or established with the boundaries by paint markings.
 - c. Trailer and tongue must not exceed these dimensions.
 - d. All staged equipment must remain within designated areas.
5. Businesses assigned to occupy these spaces will be allowed to bid on one sidewalk space at Harrigan Centennial Hall/Crescent Harbor for solicitation or freestanding, portable or mobile signs.
6. Space issued are contingent on Harrigan Centennial Hall Outfitter Space Rental Application being accepted and fees paid. Spaces will be assigned by HCH Manager.
7. Additional parking spaces may be designated by bid if space is available. No more than two parking spaces will be rented to any commercial operator under this provision.

OUTFITTING SPACE DESIGNATED: _____

City: City and Borough of Sitka

Applicant: _____

Date: _____

Date: _____

By: _____

Ph: _____

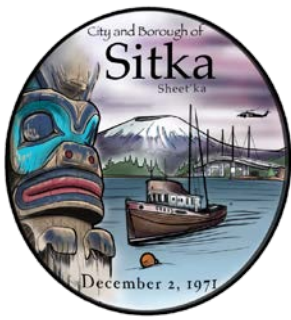
Authorized Representative

ATTACHMENT 1



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

White – Independent Sales Pickup



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

HARRIGAN CENTENNIAL HALL **OUTFITTER SPACE PERMIT 2023**

The City and Borough of Sitka has five (5) renewable HCH Outfitter spaces available for the 2023 season. HCH Outfitter space allow for the sale of tours and tour outfitting in designated areas at Harrigan Centennial Hall.

I. Procedures: The Tour Operator must complete and submit this application form before a HCH Outfitter Space permit will be issued.

The applicant must provide the following information and deposit:

- 1) The 5 HCH Outfitter Space rentals will be priced at \$5,000.00 each at the Harrigan Hall managers discretion.
- 2) The Outfitter Space is reserved by space number and chosen by the HCH manager based on vehicle and equipment specifications. Space changes or exchanges can only be made by the Harrigan Hall Manager.
- 3) After the (5) HCH Outfitter Spaces are fully reserved, the rental process will be closed.
- 4) The vendors must provide the following information no later than 60 days prior to the start of the cruise ship season or their application is forfeit and their chosen/assigned space is lost.

II. Information Requirements: To be eligible to receive a HCH Outfitter Space Rental, an applicant must:

- 1) In accordance with SGC 6.19, hold a current Alaska business license.
- 2) 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.
- 3) In accordance with SGC 6.19, 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.

- 4) In accordance with SGC 6.19, A sales space holder who operates tours may have its tours sold by another permit holder, provided the permit holder operating the tour does not direct the activities of the other permit holder's sales booth or obtain any financial benefit from the other permit holder's sales booth other than that provided by the sale of the tour.
- 5) 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.
- 6) 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 notified 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.
- 7) 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.

HARRIGAN CENTENNIAL HALL
OUTFITTER SPACE PERMIT 2023

III. 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.

BUSINESS NAME: _____

SITKA STREET ADDRESS: _____

CONTACT PERSON: _____ PHONE NUMBER: _____

EMAIL ADDRESS: _____

OUTFITTING SPACE DESIGNATED: _____

City: City and Borough of Sitka

Applicant:

Date: _____

Date: _____

By: _____
Authorized Representative

By: _____
Authorized Representative

HARRIGAN CENTENNIAL HALL
OUTFITTER SPACE AGREEMENT 2023

Up to five outfitting spaces may be designated and assigned to Commercial Operators for the purposes of accommodating vehicles that are necessary for customer outfitting and rental of equipment to be used on a trip or tour. The annual cost of the nonrefundable parking fee will be \$750. Those businesses awarded space under this provision may remain overnight to reduce congestion.

Limitations:

1. Space will only be issued to outfitting businesses or rental businesses that have a Commercial Operators Permit under Chapter 6.19 of the Sitka General Code.
2. Operators may park from April 1 to October 15th of a calendar year.
3. Vehicles are to be necessary for customer outfitting and rental of equipment to be used on a trip or tour.
4. Designated areas for this parking space are set out in Attachment 1.
 - a. Designated areas will be 25 feet long / 10 feet wide / 9 feet high.
 - b. Designated areas will be marked or established with the boundaries by paint markings.
 - c. Trailer and tongue must not exceed these dimensions.
 - d. All staged equipment must remain within designated areas.
5. Businesses assigned to occupy these spaces will also be allowed to purchase one sidewalk space at Harrigan Centennial Hall/Crescent Harbor for solicitation or freestanding, portable or mobile signs. An additional fee of \$750 dollars will be assessed.
6. Space issued are contingent on Harrigan Centennial Hall Outfitter Space Rental Application being accepted and fees paid. Spaces will be assigned by HCH Manager.
7. Additional parking spaces may be designated if space is available. An additional fee of \$750 dollars per parking space will be assessed to those businesses receiving an additional space. No more than two parking spaces will be rented to any commercial operator under this provision.

OUTFITTING SPACE DESIGNATED: _____

City: City and Borough of Sitka

Applicant: _____

Date: _____

Date: _____

By: _____

Ph: _____

Authorized Representative

ATTACHMENT 1



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

White – Independent Sales Pickup



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

HARRIGAN CENTENNIAL HALL PLAZA **SPACE PERMIT 2023**

The City and Borough of Sitka has ten (10) renewable HCH Plaza Space permits available for the 2023 season. HCH Plaza Space Rentals allow for the sale of tours in designated areas at Harrigan Centennial Hall and O'Connell Bridge Tendering Facility.

I. Procedures: There are ten (10) HCH Plaza Spaces available.

The applicant must provide the following information and deposit:

- 1) The 10 HCH Plaza Space permits will be priced at \$5,000.00 each and distributed on a first come, first serve basis or at the Harrigan Hall managers discretion.
- 2) After the 10 HCH Plaza Spaces are fully reserved, the permitting process will be closed.
- 3) The vendors must provide the following information no later than 60 days prior to the start of the cruise ship season or their application is forfeit and their chosen/assigned space is lost.

II. Information Requirements: To be eligible to receive a HCH Plaza space permit, an applicant must:

- 1) In accordance with SGC 6.19, hold a current Alaska business license.
- 2) 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.
- 3) In accordance with SGC 6.19, 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.
- 4) In accordance with SGC 6.19, A sales space holder who operates tours may have its tours sold by another permit holder, provided the permit holder operating the tour does not direct the activities of the other permit holder's sales booth or obtain any financial benefit from the other permit holder's sales booth other than that provided by the sale of the tour.

HARRIGAN CENTENNIAL HALL PLAZA
SPACE PERMIT 2023

- 5) 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.

- 6) 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.

- 7) 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.

HARRIGAN CENTENNIAL HALL PLAZA
SPACE PERMIT 2023

III. 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.

BUSINESS NAME: _____

SITKA STREET ADDRESS: _____

CONTACT PERSON: _____ PHONE NUMBER: _____

EMAIL ADDRESS: _____

VENDING SPACE DESIGNATED: _____

City: City and Borough of Sitka

Applicant:

Date: _____

Date: _____

By: _____
Authorized Representative

By: _____
Authorized Representative

HARRIGAN CENTENNIAL HALL
COMMERCIAL ADVERTISEMENT SIGN AGREEMENT 2023

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 HCH Plaza Space Rental Application. 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. Operator may conduct business from April 1st to October 15th in a calendar year.
2. Any signs used by operator 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 operator 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. Space issued is contingent on Harrigan Centennial Hall Plaza Sales Application being accepted and fees paid. Spaces will be assigned by the Harrigan Centennial Hall Manger.

VENDING SPACE DESIGNATED: _____

BUSINESS NAME: _____

SITKA STREET ADDRESS: _____

CONTACT PERSON: _____ PHONE NUMBER: _____

ATTACHMENT 1



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

White – Independent Sales Pickup



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

HARRIGAN CENTENNIAL HALL **PLAZA SPACE PERMIT 2023 (BID)**

The City and Borough of Sitka has ten (10) renewable HCH Plaza Space permits available for the 2023 season. HCH Plaza vending spaces allow for the sale of tours in designated areas at Harrigan Centennial Hall and O'Connell Bridge Tendering Facility.

I. Procedures: There are ten (10) HCH Plaza Spaces available.

- 1) Plaza space locations will be decided by sealed bid starting with the highest bid. The minimum bid is \$5,000.00.
- 2) The Bidders will have the opportunity to choose their vending space in the official designated locations based on how much they bid. The highest bidder chooses first, and second highest bidder second, etc.
- 3) All spaces will be permanent for the season. "First come, first served" will not apply.
- 4) If two or more bids of equal value are submitted, those spaces will be determined by "random draw". Once the tie is resolved, any remaining spaces will then continue with next highest bid until all remaining spaces are rented.
- 5) If more than 1 minimum bid is received, any remaining spaces will be determined by "random draw".
- 6) To bid on a 2023 space, you must meet three requirements:
 - a. Bidder must meet the eligibility requirements listed below,
 - b. Bidder must complete and submit this application form.
 - c. Bidder must provide a non-refundable deposit of \$5,000.00 cashier's check/personal check to the HCH building manager.
- 7) The final amount of the bid, minus the \$5,000.00 bid deposit, must be received by (4:30 p.m. on [REDACTED], 2023) TBD. The highest bid is final.
- 8) Winning bidders must pay their bid price in full by (4:30 p.m. on [REDACTED], 2023) TBD, or the bid is forfeit.
- 9) The winning bidders must provide the following information no later than 60 days prior to the start of the cruise ship season or their bid is forfeit and their chosen space is lost.
 - a. A list of tours that will be sold under their permit.
 - b. Company information.
 - c. The insurance & endorsement certificate listing CBS as additional insured

II. Information Requirements: To be eligible to bid on and receive a HCH Plaza space, an applicant must:

- 1) In accordance with SGC 6.19, hold a current Alaska business license.
- 2) 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.
- 3) In accordance with SGC 6.19, 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.
- 4) In accordance with SGC 6.19, A sales space holder who operates tours may have its tours sold by another permit holder, provided the permit holder operating the tour does not direct the activities of the other permit holder's sales booth or obtain any financial benefit from the other permit holder's sales booth other than that provided by the sale of the tour.
- 5) 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.
- 6) 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.
- 7) 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.
- 8) Provide a \$5,000.00 bid deposit (cash, cashier check or check) by 4:30 p.m. on , 2023.
 - a. If permit is obtained, the deposit will be credited.
 - b. If permit is not obtained, the deposit will be refunded.
 - c. If the winning bidder does not pay for the permit by the payment deadline, the deposit will not be refunded.

HARRIGAN CENTENNIAL HALL
PLAZA SPACE 2023 (BID)

III. 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.

BUSINESS NAME: _____

SITKA STREET ADDRESS: _____

CONTACT PERSON: _____ PHONE NUMBER: _____

EMAIL ADDRESS: _____

HIGHEST BID PLACED: _____

City: City and Borough of Sitka

Applicant:

Date: _____

Date: _____

By: _____

By: _____

Authorized Representative

Authorized Representative

HARRIGAN CENTENNIAL HALL
COMMERCIAL ADVERTISEMENT SIGN AGREEMENT (BID)
2023

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 Plaza Space Application to bid on one sidewalk space at Harrigan Centennial Hall/O’Connell Bridge Lightering Facility for solicitation or freestanding, portable or mobile signs.

Limitations:

1. Operator may conduct business from April 1st to October 15th in a calendar year.
2. Any signs used by operator 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 operator 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. Space issued is contingent on a Harrigan Centennial Hall Plaza Space Application being accepted and fees paid. Spaces will be assigned by sealed bid unless more than ten (10) Plaza applications are received. In that case, permits will be issued by “public outcry” auction.

VENDING SPACE DESIGNATED: _____

BUSINESS NAME: _____

SITKA STREET ADDRESS: _____

CONTACT PERSON: _____ PHONE NUMBER: _____

ATTACHMENT 1



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

White – Independent Sales Pickup