

Special Event application

Event Name *

Michael Franco

Event contact name *

Michael Franco

Event contact email address *

mike@canfieldbikes.com

Event contact phone number *

3035526925

If you are requesting on behalf of an organization, is it a nonprofit (501c3)? *

☐ Yes

☒ No

☐ N/A

If you have rented a park with the City of Salida in the past, please indicate the name of the account in our software system (SmartRec/Amilia). *

NA

The following questions are similar to the questions that were answered in the online "Park rental and Special event request form". Please provide more detail in this application.

Event location

S-Mountain

Event start date

MM DD YYYY

04 / 30 / 2023

Event start time

Time

08 : 00 AM ▼

Event end date

MM DD YYYY

04 / 30 / 2023

Event end time

Time

05 : 00 PM ▼

Estimated number of people in attendance

200

Please provide a short description of the event

An enduro mountain bike race on S-Mountain that will have 4 stages/timed descents. Stage 1 will be Rusty Lung ending at the bottom of the trail, Stage 2 will be Upper Sand Dunes and Middle Sand Dunes, ending at Prospector intersection, Stage 3 will be half of Dream On and the Rise-N-Shine single track, and Stage 4 will be Upper Uncle Natzy, Hooligan, and Middle Sand Dunes ending at the Prospector intersection. Those segments will need to be closed to the public for the ~3 hour duration of each stage (including setup and sweep). The first Stage will start at 9 AM and racing should be completed by 4-5 PM. Race headquarters will be at the High Side Grill (Registration, packet pickup, awards, food/beverage).

Will food or merchandise be available from any vendor?

☐ Yes☒ No☐ Maybe

If yes, food and sale tax licenses must be obtained and possibly a multi vendor permit. Contact the Colorado Department of Revenue for sales tax licenses at (303) 232-2416, and the Chaffee County Public Health Department for food licenses at (719) 539-2124. Vendors must have a fire extinguisher on site. Vendor booths are subject to inspection by the Salida Police and Fire Departments.

Multiple vendor permit

<https://drive.google.com/file/d/1VHVSD9PEo0x-dNvllrrkWRlXr1JaL8o9/view?usp=sharing>

County form:

<https://www.chaffeecounty.org/EndUserFiles/57096.pdf>

Will Alcohol be sold or distributed at your event?

☐ Yes

☒ No

☐ Maybe

If yes, please fill out the Application for Special Events Liquor License (available at the link below) and submit it along with the necessary fees. A State of Colorado Special Event Liquor License permit is ONLY issued to incorporated non- profit organizations. **EVENTS REQUIRING ALCOHOL LICENSES MUST SUBMIT THEIR APPLICATION AT LEAST 90 DAYS IN ADVANCE OF THE EVENT.**

<https://drive.google.com/file/d/1VGNG7tcBM4NP0KCIJ9hZqgrcvuyPvu/view?usp=sharing>

Will there be amplified sound at your event?

- ☐ Yes
- ☒ No
- ☐ Maybe

If yes, complete the Amplified Sound Permit available at the City Clerk's office or at the link below.
<https://drive.google.com/file/d/1xzs0WynIEqU8bvC9owxr94VwpmhoeLTa/view?usp=sharing>

Are any streets, sidewalks or other right of way closures required for your event?

- ☐ Yes
- ☒ No
- ☐ Maybe

If yes, it is your responsibility to circulate and submit a petition signed by abutting residents/merchants as to their support or non-support of the closure.
<https://drive.google.com/file/d/1V3xAFRIMqozcGrAQsk9QC3BoCltmeO9V/view?usp=sharing>

If yes, please describe the request.

.....

Will you require any security or law enforcement services specific for your event?

☐ Yes

☒ No

☐ Maybe

If yes, for what purpose (security, traffic, parking or public control, Salida Trail System crossings, etc.? .

.....

If additional City of Salida Police Officers are requested, they must be requested through the Salida Police Department (719-539-6880).

Where will people park for your event?

F-Street parking lot, street parking, Absolute Bikes/High Side Grill parking lot.

.....

How many additional trash cans are needed for your event?

0

.....

Is a quote from a trash service included in your application packet?

☐ Yes

☒ No

Is the Emergency Action Plan included in your application packet?

☒ Yes

☐ No

Have you obtained insurance for your event that lists City of Salida as additionally insured?

☐ Yes

☒ No

Please check that you understand and will adhere to the following requirements:

- ☒ Any violation of the City of Salida Municipal Code or agreements made in the application process are grounds for denial of the Special Events permit in the future.
- ☒ You will be required to have insurance and name the City as an additionally insured party. Because this is often a lengthy process, the City will accept and approve applications pending receipt of proof of insurance.
- ☒ Applicants are also responsible for meeting any other agency requirements. For example, if you are serving food you must meet all Health Department requirements
- ☒ Chaffee County Department of Health requires at least one restroom for every fifty people attending the event.
- ☒ 1 trash can per 50 people is required
- ☒ The event is responsible for emptying ALL trash within the event, including pre-existing city trash cans.
- ☒ All clean up must be completed within 24 hours after the event concludes. If the City has to clean up after the event, a fee will be billed to the organizer.

Digital signature:

Michael Franco

This form was created inside of City of Salida.

Google Forms



Sean Reynolds
Outdoor Recreation Planner
Bureau of Land Management, Royal Gorge Field Office

Letter of Support: Salida Enduro Series

On behalf of Salida Mountain Trails (SMT), I'm writing in support of the proposed Salida Enduro Series. SMT has spoken with the event organizers, and we are confident in their ability to deliver events that provide exceptional experiences for mountain bikers, while minimizing user conflict and trail damage.

Although Salida is home to many miles of incredible trails, there is a relative lack of events for mountain bikers. This event series would fill that gap. In particular, it would provide more experienced mountain bikers with a safe, sanctioned opportunity to test their skills. It would also build community among trail users, and grow SMT's network of supporters. Developing these relationships will inculcate a stronger sense of shared stewardship, resulting in more courteous trail etiquette and more volunteers willing to help maintain the trails they love.

SMT has two concerns about the race series. However, both can be mitigated. Damage to trails is always a possibility with mass events. To mitigate this, we have talked with the organizers about working with SMT on pre- and post-race maintenance. Organizers also indicated that races will be cancelled/postponed if trail conditions warrant. Second, user conflict may arise from a downhill mountain bike race. To mitigate this, we strongly recommend that trails be closed to the public while races are in progress. If this isn't an option, SMT will work with organizers on signage and staffing to ensure safety on the race courses.

We believe the event organizers will strive to mitigate these concerns. And in general, we believe the event organizers will be good partners in planning and executing the events. In contrast to some other private individuals who have organized races on trails that SMT manages, the organizers of the Salida Enduro Series have made it clear they are prioritizing a good event over a good payday. Organizers proactively contacted SMT for feedback about the events, and have shown a clear willingness to work with us to make the events successful. As one example, as noted above, organizers had no hesitancy in agreeing to help with race-related trail maintenance. Clearly, they care about not only enjoying the trails, but about preserving them as well.

SMT is fully committed to supporting the Salida Enduro Series, with trail maintenance and volunteer recruitment, to ensure all events run smoothly. We strongly encourage you to approve permits for all events in the race series. If you have any questions, please don't hesitate to reach out.

Thank you,

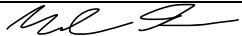

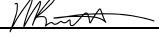
Jon Terbush
Executive Director, Salida Mountain Trails



City of Salida

Special Event Emergency Action Plan

I, the undersigned, agree to comply with the following Emergency Action Plan to the best of my ability. The first person on this list will be the designated Emergency Manager and will take responsibility for public addresses and instruction to the event participants.

Emergency Manager (1 lead, 2 alternates)	Contact info 1	Contact info 2	Signature
1. Michael Franco	303-552-6925		
2. Parker Roenfanz	715-781-2066		
3. Whitney Barrett	505-440-5096		
4.			

Please complete the following template according to your Events plan and location.

The following procedures should be followed in the event of an emergency.

Communications

1. The manager or designee will communicate the designated evacuation space to participants at the beginning of the event.
2. The Emergency Manager will communicate to the event participants in an emergency with a
 - ☐ Bull Horn
 - ☐ PA system
 - ☒ Emergency level voice

Fire

1. Call 911
2. Assist injured or disabled personnel.
3. Evacuate the building. Activate emergency shutoffs if available.
4. Attempt to use a fire extinguisher only if you have been trained.
5. Evacuate participant to **NA**

Medical Emergency

1. Identify the medical emergency.
2. If life threatening, call 911.
3. Administer first aid if properly trained.
4. Evacuate the injured person to **Spiral Drive or Hillside Drive**

Violent incident

1. Call 911.
2. Attempt to avoid the situation – **move participants away**
3. Try to deny contact-evacuate to **F Street Bridge**
lock/block doors, turn off lights, silence phones.
4. If necessary defend - distract, attack, subdue.

Severe Weather/Natural incident

1. Move participants away from threat if possible.
2. Evacuate to **High Side Grill - Race Venue HQ**
3. Call 911

Urgent Situation (suspicious person, package, activity or bomb threat)

1. Call 911.
2. State who, what, where, when, why, and how situation occurred.
3. If bomb threat, turn off all electronics.

Salida Enduro – Course, Logistics, Volunteer Plan

Course

- Transfer #1 – Ride up Frontside Trail, take right on Burnpile Connector to Lil Rattler, stay on Lil Rattler until CR 173. Stage #1 start at intersection of CR 173 and Upper Rusty Lung.
- Stage #1 – Start at the beginning of Upper Rusty Lung, cross Spiral Drive, Lower Rusty Lung. Finish at the bottom of Lower Rusty Lung, shortly before Chile Pepper Trail Intersection.
- Transfer #2 – Take Poblano trail, left on Burnpile, left on Frontside, cross Spiral Drive to Lil Rattler, take Lil Rattler to CR 173, ride up CR 173. Stage #2 start – beginning of Upper Sand Dunes.
- Stage #2 – Start at beginning of Upper Sand Dunes, stay right on Middle Sand Dunes, finishing stage at Sand Dunes/Prospector intersection.
- Transfer #3 – Take Middle Sand Dunes to Backbone intersection, turn left on Backbone, right on Sweet Dreams, right on Dream On. Continue on Dream On to Stage #3 Start.
- Stage #3 – Start at designated start line on Dream on, right on Rise-N-Shine, finish at bottom of Rise-N-Shine singletrack.
- Transfer #4 – Take Rise-N-Shine to Frontside, right on Burnpile Connector to Lil Rattler, Lil Rattler to CR 173, stay on CR 173 past the intersection with Pauli/Dude Abides, take CR 173 to the top of Uncle Nazty to Stage #4 start.
- Stage #4 – Start at top of Uncle Nazty, ride to intersection of Pauli/Hooligan, stay straight on Hooligan, ride Hooligan to Middle Sand Dunes, Middle Sand Dunes to stage finish at intersection of Middle Sand Dunes and Prospector.

Logistics

- Saturday 4/29/23
 - o Registration/Package Pickup – 6 PM – 9 PM – High Side Grill
 - o Racer Meeting – 8 PM – High Side Grill
- Sunday 4/30/23
 - o Last Chance Registration/Package Pickup – 7 AM – 8 AM – High Side Grill
 - o 9:00 AM – Stage 1 Start
 - o 10:30 AM Stage 2 Start
 - o 12:00 PM Stage 3 Start
 - o 1:30 PM Stage 4 Start
 - o 4:00 PM Race Finish
 - o 4:00 PM – 5:00 PM Final course sweeps/cleanup (Sweeps/cleanup will occur after each stage completion)
 - o 4:00 PM – 9:00 PM – Race Party at High Side Grill
 - o 6:00 PM Awards – High Side Grill

Volunteers

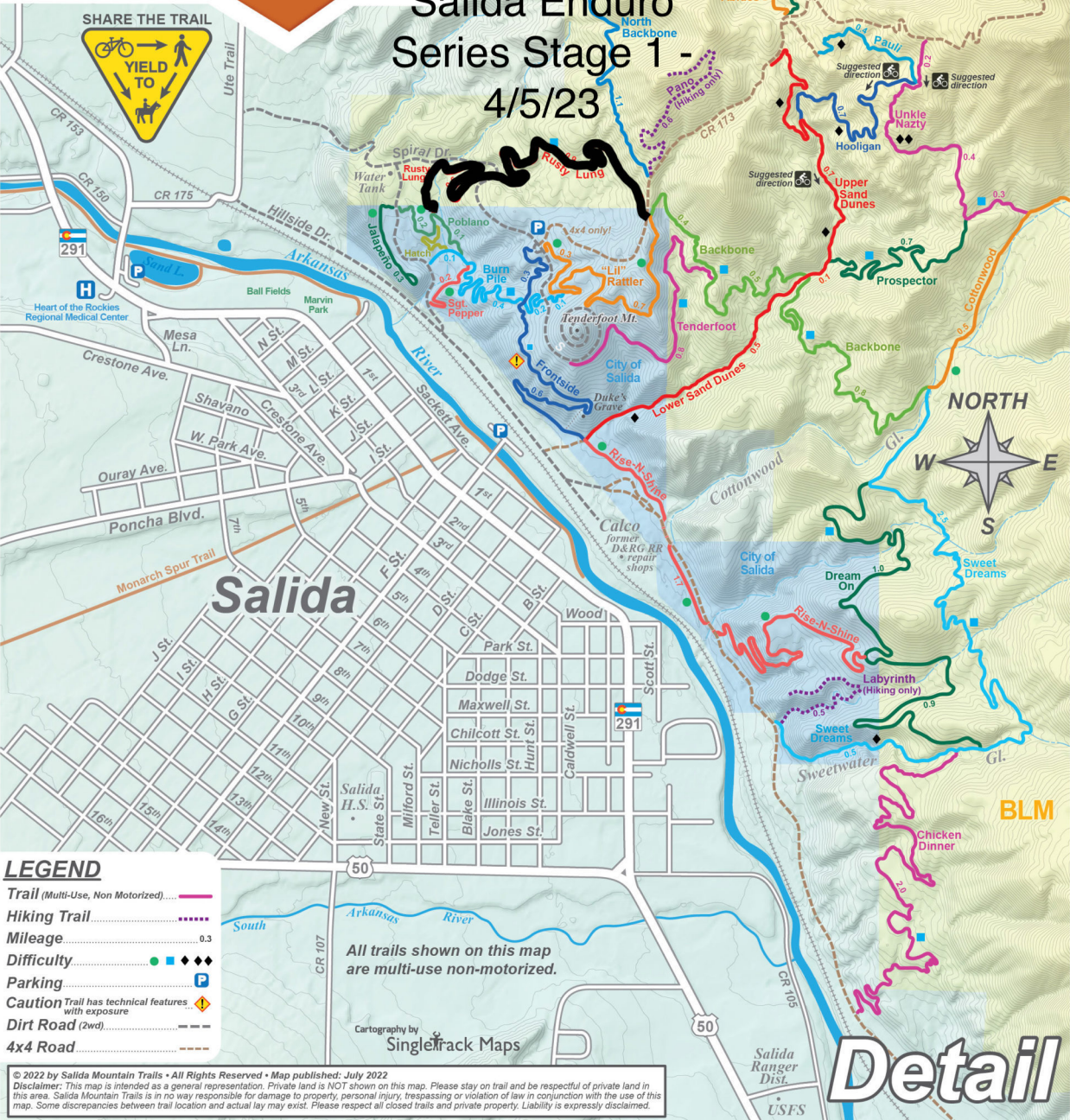
- Timers at top and bottom of each stage

- Volunteers at top and bottom of each stage with first aid kits
- Course marshals located at road/trail intersections and dispersed throughout the course at key locations.
- Medical staff/EMTs located at strategic points on course
- Registration volunteers Saturday and Sunday



Salida Enduro
Series Stage 1 -
4/5/23

4/5/23



Trail (Multi-Use, Non Motorized).....	
Hiking Trail.....	
Mileage.....	0.3
Difficulty.....	    
Parking.....	
Caution Trail has technical features with exposure	
Dirt Road (2wd).....	
4x4 Road.....	

All trails shown on this map are multi-use non-motorized.

Cartography by
Singletrack Maps

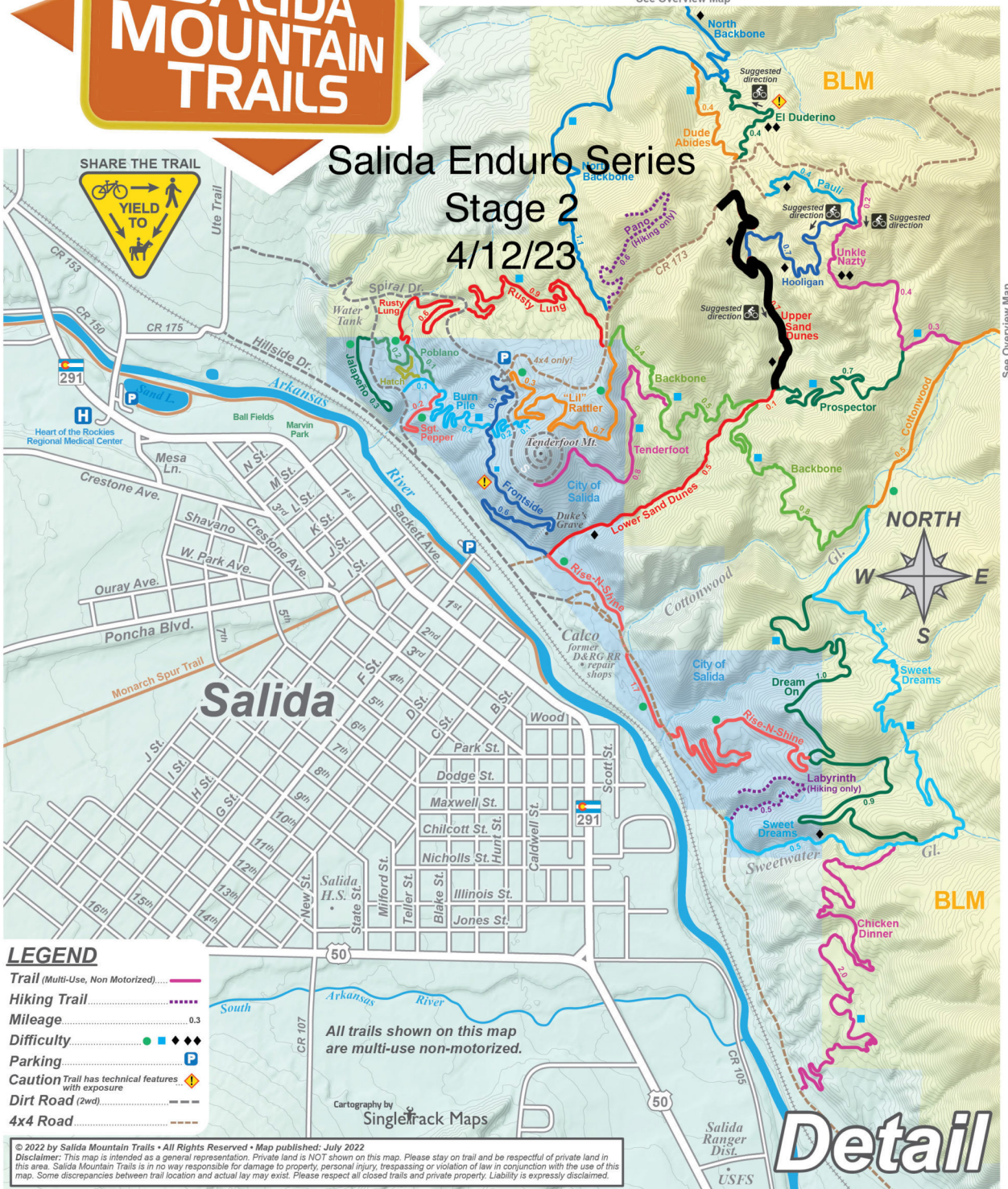
© 2022 by Salida Mountain Trails • All Rights Reserved • Map published: July 2022
Disclaimer: This map is intended as a general representation. Private land is NOT shown on this map. Please stay on trail and be respectful of private land in this area. Salida Mountain Trails is in no way responsible for damage to property, personal injury, trespassing or violation of law in conjunction with the use of this map. Some discrepancies between trail location and actual lay may exist. Please respect all closed trails and private property. Liability is expressly disclaimed.

Detail

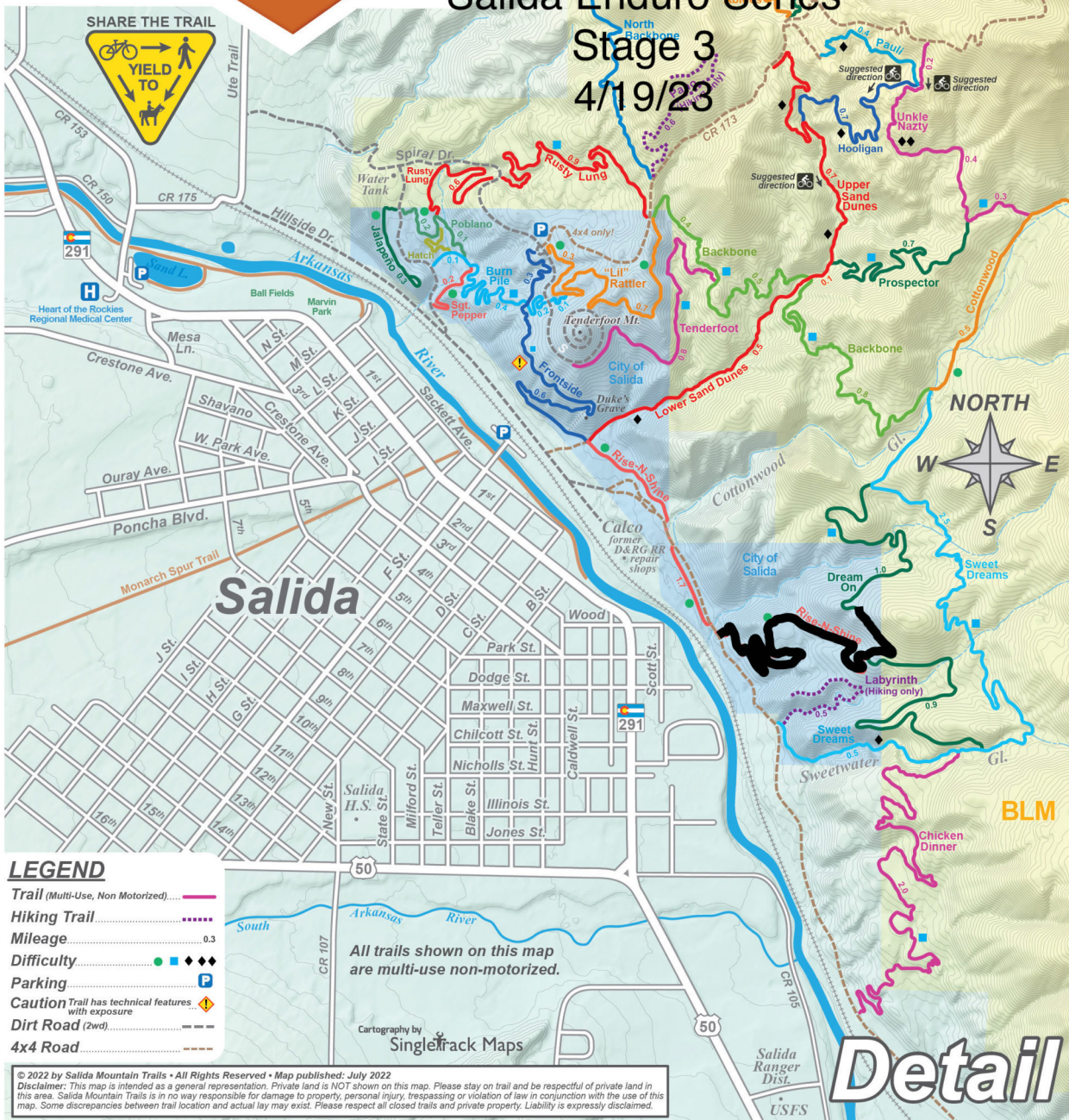
SALIDA MOUNTAIN TRAILS

Arkansas Hills

Salida Enduro Series Stage 2 4/12/23



Salida Enduro Series
Stage 3
4/19/23



Trail (Multi-Use, Non Motorized)
Hiking Trail
Mileage	0.3
Difficulty
Parking	P
Caution Trail has technical features with exposure	!
Dirt Road (2wd)	---
4x4 Road	---

**All trails shown on this map
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Cartography by
Singletrack Maps

© 2022 by Salida Mountain Trails • All Rights Reserved • Map published: July 2022




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Detail

City of Salida

Special Event Emergency Action Plan

I, the undersigned, agree to comply with the following Emergency Action Plan to the best of my ability. The first person on this list will be the designated Emergency Manager and will take responsibility for public addresses and instruction to the event participants.

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1. Michael Franco	303-552-6925		
2. Parker Roenfanfz	715-781-2066		
3. Shawn Gillis	719-221-1296		
4.			

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- The Emergency Manger will communicate to the event participants in an emergency with a
 - ☐ Bull Horn
 - ☐ PA system
 - ☒ Emergency level voice

Fire

- Call 911
- Assist injured or disabled personnel.
- Evacuate the building. Activate emergency shutoffs if available.
- Attempt to use a fire extinguisher only if you have been trained.
- Evacuate participant to **NA**

Medical Emergency

- Identify the medical emergency.
- If life threatening, call 911.
- Administer first aid if properly trained.
- Evacuate the injured person to **Spiral Drive or Hillside Drive**

Violent incident

- Call 911.
- Attempt to avoid the situation – **move participants away**
- Try to deny contact-evacuate to **F Street Bridge**
lock/block doors, turn off lights, silence phones.
- If necessary defend - distract, attack, subdue.

Severe Weather/Natural incident

- Move participants away from threat if possible.
- Evacuate to **High Side Grill - Race Venue HQ**
- Call 911

Urgent Situation (suspicious person, package, activity or bomb threat)

- Call 911.
- State who, what, where, when, why, and how situation occurred.
- If bomb threat, turn off all electronics.

Emergency Medical Plan – Salida Enduro

- **Access for Emergency Vehicles**

- Ambulance – CR175, CR176, Spiral Drive, Hillside Drive
- Riders will be on singletrack for approximately 15 miles over the course of the day, including the transfers to each stage start. Riders will be racing on 4 separate timed stages, totaling approximately 4 miles (details of the stages and course map to follow). Ambulances will not be able to reach riders on most of those sections, but we will have medical officials stationed on course; volunteers will have cell phones or radios; other riders will be in a position to help; and we will have 3-5 Search and Rescue EMT's on the course for this event.

- **First Aid**

- Volunteers will have first aid kits at the start and finish of each stage.
- EMTs will be located strategically at the most technical portions of the stages (ie. Upper Sand Dunes, Hooligan trails) and will be able to communicate with other course officials via radio/cell phone.
- Medical personnel will sweep the course at the conclusion of each stage.

- **Names/Qualifications of Medical Personnel**

- Salida Enduro Staff – Whitney Barrett M.D. – Medical Director – ER Doctor (Current Medical Director for the High Lonesome 100 Running Race – 5+ years)
- Salida Enduro Staff – Kevin Kaucher – ACLS Provider – Colorado Certified
- Salida Enduro Staff – Michael Franco – First Aid and CPR certified – Will move to various course locations during event.
- TBD – We are working with HRRMC, Chaffee County Search and Rescue, SMT, and our local network to identify additional EMT/Medical Personnel.

- **Emergency Phone Numbers and Hospitals**

- 911
- Salida PD – 719-530-2600
- Salida Fire Department – 719-539-2212 (124 E Street, Salida)
- Heart of the Rockies Regional Medical Center – 719-530-2200 (1000 Rush Drive, Salida)
- Chaffee County Search and Rescue – 719-207-1495 (Poncha Springs)

Emergency Medical Plan – Salida Enduro Series

- **Access for Emergency Vehicles**

- Ambulance – CR175, CR176, Spiral Drive, Hillside Drive
- Riders will be on singletrack for the majority of these stages. Ambulances will not be able to reach riders on those sections, but we will have medical officials stationed on course; volunteers will have cell phones or radios; other riders will be in a position to help; and we will have 1-2 Search and Rescue EMT's on the course for this event.

- **First Aid**

- Medical personnel at the finish line at the bottom of each stage with first aid kit/supplies
- Search & Rescue EMT with full medical kit on course
- Medical personnel following the race as a sweep rider with a first aid kit

- **Names/Qualifications of Medical Personnel**

- Salida Enduro Staff – Michael Franco – First Aid and CPR certified – Will move to various course locations during event.
- TBD – We are working with HRRMC, Chaffee County Search and Rescue, SMT, and our local network to identify EMT/Medical Personnel. We will provide this information in the near future but are confident we will have no issues with paid/volunteer medical staff.

- **Emergency Phone Numbers and Hospitals**

- 911
- Salida PD – 719-530-2600
- Salida Fire Department – 719-539-2212 (124 E Street, Salida)
- Heart of the Rockies Regional Medical Center – 719-530-2200 (1000 Rush Drive, Salida)
- Chaffee County Search and Rescue – 719-207-1495 (Poncha Springs)

(February 2020)

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

SPECIAL RECREATION PERMIT

(16 U.S.C. 6801 et seq., 43 U.S.C. 1701 et seq., 43 CFR Group 2930)

Permit No.

CO-200-RG-RU-23-05

BLM Issuing Office

Royal Gorge Field Office

Permittee Collegiate Peaks Collective

Authorized Representative Michael Franco

Address

1001 Fooses St
Poncha Springs, CO 81242

Phone Number 303-552-6925

Email Address mike@canfieldbikes.com

Fax Number _____

Web Site _____

Permit is for (check all that apply): ☐ Commercial Use ☒ Competitive Use ☐ Organized Group Activity or Event ☐ Vending

Date Issued 1/23/2023 Date Expires 5/1/2023 (Terms greater than one year subject to annual authorization.)

Seasonal or other period of use limitations April, 2023

Permit Fee Formula Both commercial and competitive: Greatest of \$115/year or \$6/participant/day or 3% of gross revenue

If other, specify: _____

Assigned Sites (commercial only): ☐ None

No. of Assigned Sites subject to fees _____

Special Area Fees Apply: ☐ Yes ☒ No

Special Area Fee _____

Minimum insurance coverage requirements Moderate Risk: \$500,000 per occurrence, \$1,000,000 annual aggregate

Permit is valid only if a current Certificate of Insurance, listing the United States as additional insured, is on file with the issuing BLM Office.

Post use report due date(s) June 1st, 2023

Bond Requirement: ☒ None

Bond Amount _____

Purpose and activities authorized

Competitive mountain bike race series.

Approved Area of Operation

Arkansas Hills trail system near Salida, CO

Certification of Information: I certify use of this permit will be as per the operations plan on file with the BLM. I acknowledge I am required to comply with any conditions required by the BLM including the General Terms and Permit Stipulations listed on the following pages of this form and any additional stipulations which may be attached.

Additional Stipulations are attached: ☒ Yes ☐ No



(Permittee Signature)

01/19/2023

(Date)

Approved and issued for the conduct of permitted activities and locations shown on this permit and in conformance with the operating plan. Permit is subject to General Terms and Permit Stipulations and any additional stipulations attached.

(BLM Authorized Officer Printed Name)

(BLM Authorized Officer Signature)

(Date)

- A. Compliance with laws, regulations, and other legal requirements.** The permittee shall comply with all Federal, State, and local laws; ordinances; regulations; orders; postings; or written requirements applicable to the area or operations covered by the Special Recreation Permit (SRP). The permittee shall ensure that all persons operating under the authorization have obtained all required Federal, State, and local licenses or registrations. The permittee shall make every reasonable effort to ensure compliance with these requirements by all agents of the permittee and by all clients, customers, participants, and spectators under the permittee's supervision.
- B. Modification, Suspension, Termination.** An SRP authorizes special uses of the public lands and related waters and, should circumstances warrant, the permit may be modified by the BLM at any time, including modification of the amount of use. The Authorized Officer may suspend or terminate an SRP if necessary to protect public resources, health, safety, the environment, or because of non-compliance with permit stipulations. Actions by the BLM to suspend or terminate an SRP are appealable.
- C. Permit Value & Operating Rights.** No value shall be assigned to or claimed for the permit, or for the occupancy or use of Federal lands or related waters granted thereupon. The permit is not to be considered property on which the permittee shall be entitled to earn or receive any return, income, price, or compensation, and may not be used as collateral for a loan. In the event of default on any mortgage or other indebtedness, such as bankruptcy, creditors shall not succeed to the operating rights or privileges of the permittee's SRP. This permit, which is revocable and terminable, is not a contract or a lease, but rather a federal license.
- D. Non-Exclusive Use.** Unless expressly stated, the SRP does not create an exclusive right of use of an area by the permittee. The permittee shall not interfere with other valid uses of the federal land by other users. The United States reserves the right to use any part of the area for any purpose.
- E. Subcontracting.** Where the BLM authorizes a permittee to subcontract a portion of the permitted activities, the permittee must retain operational control of the permitted activities and must also comply with any applicable special stipulations related to contractors and subcontractors, which may include, but are not limited to, provisions regarding permit compliance, fee payment, reporting requirements, and insurance requirements.
- F. Advertising.** All printed, electronic, and oral advertising and representations made to the public and the Authorized Officer must be accurate. Although the addresses and telephone numbers of the BLM may be included in advertising materials, the permittee will not seek or obtain trademark rights, use or incorporate the names, trademarks, or logos of the BLM, the Government, or their employees in any advertising, promotional, sales literature, or on any product without the prior written approval of the BLM for the specific use. The permittee shall not state or imply that the Government or any of its organizational units or employees endorses any product, service, or activity as being conducted by the BLM. The BLM does not directly or indirectly endorse any product or service provided, or to be provided, by the permittee whether directly or indirectly related to this Special Recreation Permit. The permittee may not portray or represent the permit fee as a special federal user's tax. The permittee must furnish the Authorized Officer with a current brochure, or website, including price list.
- G. Responsibility of Permittee.** The permittee assumes responsibility for inspecting the permitted area for any existing or new hazardous conditions, e.g., trail and route conditions, landslides, avalanches, rocks, changing water or weather conditions, falling limbs or trees, submerged objects, hazardous flora/fauna, abandoned mines, or other hazards that present risks for which the permittee assumes responsibility.
- H. Resource Protection:** The permittee cannot, unless specifically authorized, erect, construct, or place any building, structure, or other fixture on public lands. Upon leaving, the lands must be restored as nearly as possible to pre-existing conditions.
- I. Display of Permit:** The permittee, permittee's employees, agents, and Authorized Officer approved subcontractors, must present or display a copy of the SRP to an Authorized Officer's representative, or law enforcement personnel upon request. If required, the permittee must display a copy of the permit or other identification tag on equipment used during the period of authorized use.
- J. Operating Plan.** The operating plan submitted in the application corresponding to this permit is incorporated as the operating plan for this permit. Any changes to your operations as described in this plan must be requested in writing to the BLM. This request must receive prior written approval from the BLM Authorized Officer, before the operating plan changes may take effect.
- K. Accounting Records:** The Authorized Officer, or other duly authorized representative of the BLM, may examine any of the books, documents, papers, or records pertaining to the permit or transactions related to it, in the possession of the permittee or its employees, business affiliates, or agents for up to three years after expiration of the permit. For permits with fees greater than \$10,000 annually, when requested by the BLM, the holder at its own expense shall have its annual accounting records audited by an independent public

and these records must be readily discernable from accounting transactions with other permits, business endeavors or personal use. Accounting records must include the following:

1. A recordkeeping procedural outline or process plan.
 2. Customer receipt deposit log or similar detailed information, which includes at a minimum: A) Customer identifier; B) Location identifier; C) Dated deposit and amount; D) Gross fee collected; E) Subtotal after each customer transaction; F) Grand total after each deposit; G) Grand total of year-end receipts.
 3. Corresponding monthly bank statement ledgers to the customer receipt deposit log or other compensation attributed to activities conducted under this permit.
 4. Price advertisements.
 5. Original customer reservation listings or event registration sheets.
 6. A record of all financial relationships with booking agents, advertisers, subcontractors, and business affiliates connected to permitted use.
 7. A record of all receipts or compensation including payments, gratuities, donations, gifts, bartering, etc., received from any source not captured in the customer receipt deposit log for activities conducted under the permit.
 8. A record of all payments made by the permit holder and claimed as a deduction in the permit holder fee submission. Records consist of receipts, debit transaction logs, bank statements, or similar records.
 9. W-2 records or other similar records of employment for all employees conducting activities under the permit.
- L. Revenue Reporting:** The permittee must submit a post-use report and any other required forms to the Authorized Officer according to the due dates shown on the permit. If the post-use report is not received by the established deadline, the permit will be suspended and/or late fees assessed. The post-use report must contain a trip-by-trip log of trip location, beginning and ending dates of each trip, number of clients, number of guides, and gross receipts for the trip. Deductions based on pre- and post- trip transportation and lodging expenses and percentage of time on public land, if being claimed, must be described in advance in the permittee's Operations Plan. Transportation and lodging deductions must be accompanied by copies of supporting receipts documenting proof of payment.
- M. Resource Damage and Injury Reporting:** The permittee shall notify the Authorized Officer of any incident that occurs while involved in activities authorized by this permit, which result in death, personal injury requiring hospitalization or emergency evacuation, or in property damage greater than \$2,500 (lesser amounts if established by State law). Reports should be submitted within 24 hours.
- N. Insurance:** If required by the Authorized Officer, the permittee shall carry general liability insurance against claims occasioned by the action or omissions of the holder, its agents, employees, volunteers, and contractors in carrying out activities and operations under this permit. The policy shall name the "Bureau of Land Management – DOI" as additional insured. Permittee agrees to have on file with the BLM copies of the above insurance with the proper endorsements.
- O. Fee Payment:** The permittee must pay the required fees before the BLM will authorize your use. For installment payments when more than \$1,000 is owed, the permittee must submit a BLM promissory note, which must be signed by the Authorized Officer. For multi-year permits, final payments may be adjusted based on post-use reports. For multi-year commercial permits, excess payments will be applied toward the following years or seasons estimated fee. For permits other than multi-year commercial permits, the BLM will give the permittee the option whether to receive refunds or credit overpayments to future permits, less processing costs.
- P. Equal Opportunity and Nondiscrimination**
The permittee, its employees, and affiliates shall not discriminate against any person on the basis of race, color, sex, national origin, age, or disability or by curtailing or refusing to furnish accommodations, facilities, services, or use privileges offered to the public generally. In addition, the holder and its employees shall comply with the provisions of Title VI of the Civil Rights Act of 1964 as amended, Section 504 of the Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments Act of 1972, as amended, and the Age Discrimination Act of 1975, as amended.