

SAXMAN NATIVE VILLAGE INDEPENDENT TOUR AGREEMENT 2022

The following information, when accepted by the Independent Tour Operator, shall represent an agreement between the City of Saxman and the Signee to operate as an Independent Tour within the City of Saxman for the tourist year 2022. All persons employed by the Signee are held to accept the contents of this document to an extent equal to the Signee. Subsequently, the Signee shall be held accountable for its employees/agents actions and activities. Signing of this document signifies an understanding of the rules for operation for the 2022 Tourist Season and a willingness to ensure all persons representing the Company of the Signee understand and will adhere to the rules stated below.

Definitions:

Independent Tour Operator/Company: A person who represents a company created to bring visitors, among other tourist areas, to the Saxman Native Village. A company, regardless of the primary focus of operation, that is used in whole or part, for the purpose of bringing visitors to Saxman Native Village for commercial reasons. This includes taxi companies, bus companies, shuttle services, etc.

Vehicles: Any mode of transportation used by persons, whether designated as tour guides or not, who bring visitors for a fee to Saxman for the purpose of observing any portion of the attractions offered in support of the tourism program.

Visitors: Any persons entering the Saxman Native Village for the purpose of observing any portion of the Native related programs conducted there.

Traffic Coordinator: Employee of the City of Saxman or Cape Fox Tours who has the responsibility of ensuring traffic flows smoothly. Has the additional responsibility of ensuring tour companies abide by all current City regulations, Supervised by the City Administrator and Director of Cape Fox Tours, as appropriate.

- A. All Tour Operators intending to operate as Independent Tour Operators within the confines of the Saxman Native Village must apply for and be granted a permit to operate within the tour area before conducting commercial tours. The City of Saxman reserves the right to refuse and/or revoke the permit of any Independent Tour operator and his/her company under any name by which the operator may choose to identify his/her company. A copy of the permit will be displayed in the rear or drivers side window, in open view, of each vehicle. The permit number and the license number of the vehicle must correspond with City of Saxman records. Attempts to shift permits between vehicles may result in automatic and permanent revocation of that company's permit. Any misrepresentation, through incorrect stories of the Totem Poles or slanderous remarks about the Totem Poles, is also cause for revocation of permit.
- B. All tours will be classified as "Stop and Tour". There will be no head count fee for "drive through" tours. All tours, regardless of type, brought to Saxman by an Independent Tour Operator will have a guide representing the tour company. This guide will stay with the group at all times. ***No visitors will be allowed to off-load from busses on South Tongass Highway or any other location inside or outside of the Saxman Native Village and allowed to proceed on their own unsupervised tour.***
- C. All Independent Tour guides will report to the Tour Monitor as soon as feasibly possible. The Tour Monitor will enter the Company, the number of guests, and the permit number into the register. Each guest will receive a ticket as proof of payment and the tour operator will receive a receipt via email or text. In the absence of the Tour Monitor, City Hall will enter your information and distribute tickets. **If City Hall is closed AND there is no tour monitor then back up tour slips can be filled out and turned in the next time the tour operator checks in with the Tour Monitor.**

D. Tour fees for 2022 will be as follows:

Per first vehicle for a tour company - \$250.00
Addition vehicles - \$75.00
Charge per visitor - \$5.00
Alaska Marine Highway, Local Bus, and Local Cabs
(Whether walk or drive through) - \$5.00 (No tour operator)
Children 4 years old and under - \$0.00

***Tour Operator MUST check in with either park attendant at the start of the tour.**

***Tour bus must be parked as instructed**

*** Do Not Leave Vehicles Running**

- * **Guests arriving with a tour company need to stay with the driver**
- * **NO Reproducing Totem Stories Document**

Fees will be billed every other Monday and are due no later than the following Monday. Should Monday fall on a weekend or a holiday, payment must be made the work day directly before. Failure to make payments when due will result in park access revoked.

A late charge of 10% or \$15.00, whichever is greater, will be charged for payments received after the due date. There is a NSF fee of \$25.00 per check.

It is the responsibility of each tour operator to maintain accurate records and submit payments. Discrepancies will be settled as they are reported.

The City of Saxman reserves the right to run a credit report and/or to require the tour operator to put down a security deposit. The amount of the security deposit will be determined by the City Administrator and will be refundable at the end of the tour season once all payments have been made by the tour operator and verified by the City of Saxman Finance Officer.

- E. Tours will start in the vicinity of the parking lot south of the Saxman Carving Center. ***Tourist pick-ups will be made in the parking lot of the City Hall or at the point where the tour started. NOT on the highway!***
- F. Between drop off and pick up, vehicles will be parked only in the area noted above, or in the City Hall parking lot. Pick-ups in violation of this rule will be cause for revocation of permits. Exceptions will be made for handicapped visitors. Such pick-ups will be coordinated with the Tour Monitor.
- G. Drive-through tours will not stop except for emergency or safety considerations. If drive-through tours stop at all, operators will stay with their passengers. Any Commercial drivers who are found to be stopping without proper payment will be fined by the VPSO and could ultimately receive a No Trespass order from the VPSO. **Tours are not permitted to drive through the residential areas of Saxman.**
- F. The Tour Guide will be responsible for the actions of all visitors on his/her tour and accompany the group at all times with the following exception:
 - Visitors may be released at the Village Store while the tour leader relocates the bus for handicap pick up.
 - Visitors who are physically unable to walk the uphill portion of Totem Row may be picked up at the parking lot of the “Old School House”
- G. Guides and visitors are expected to treat all other visitors and guides with courtesy and respect. Any conflict with other tour groups or guides, regardless of origin,

will be brought to the attention of the City of Saxman, City Administrator, at the time of the occurrence or the next business day. Reports of conflicts should include time, name and place of the persons involved. Complaints filed more than 24 hours after occurrence or without a firm basis for further investigation will not be investigated. Littering or obnoxious conduct by any guides or group members will not be tolerated.

- H. Independent tours will be conducted separate from tours operated by Cape Fox Tours. Independent tour members will not join with any Cape Fox Tours for any portions of the presentations sponsored by Cape Fox Tours.
- I. Entrance to the Tribal House is prohibited unless escorted by an employee of CFT between shows. Observation from the outside of the Carving Center will be done as a group, not mingled with other tour groups.
- J. Conflicts between Tour Operators and any other organization or their representatives who are responsible for conducting tours in Saxman will be brought to the attention of the Tour Monitor at the earliest opportunity for resolution.
- K. Tour Operators are responsible for all insurance requirements for the operation of their business and protection of clients (tourists) and employees. The City of Saxman shall be held harmless by tour operators in any and all matters relating to the conduct and operation of tours within the City of Saxman.
- L. Vehicles are NOT to be left running for more than a maximum of 3 minutes. After 3 minutes if your vehicle is still running you will be asked to leave. This is to avoid excess emissions of tour vehicles going into the community members housing.

By signing this Agreement the Independent Tour Operator and the City of Saxman agree to the terms.

SIGNEE

Name of Operating Company

Name of Company Representative (printed)

Signature of Company Representative

Telephone Numbers:

Business. _____ Cell Phone: _____

Dated _____

CITY OF SAXMAN

Name of Authorized Representative (printed)

Signature of Authorized Representative

Mailing Address: Rt. 2, Box 1
Ketchikan, Alaska 99901

Telephone Number: (907) 225-4166

Fax Number: (907) 225-6450

E-Mail Address: dclerksaxman@kpunet.net

Dated: _____

**CITY OF SAXMAN
INDEPENDENT TOUR DIVISION
2022 TOUR OPERATION VEHICLE REGISTRATION FORM
(To be kept with agreement form)**

Operator/Company Name: _____

Owner (s) Name: _____

Address: _____

Phone Numbers: _____

FIRST VEHICLE

Make/Model/Color: _____

Vehicle License Plate #: _____ Vehicle Permit #: _____

Dock Permit # _____

SECOND VEHICLE

Make/Model/Color: _____

Vehicle License Plate #: _____ Vehicle Permit #: _____

Dock Permit # _____

THIRD VEHICLE

Make/Model/Color: _____

Vehicle License Plate #: _____ Vehicle Permit #: _____

Dock Permit # _____

FOURTH VEHICLE

Make/Model/Color: _____

Vehicle License Plate #: _____ Vehicle Permit #: _____

Dock Permit # _____

FIFTH VEHICLE

Make/Model/Color: _____

Vehicle License Plate #: _____ Vehicle Permit #: _____

Dock Permit # _____

SIXTH VEHICLE

Make/Model/Color: _____

Vehicle License Plate #: _____ Vehicle Permit #: _____

Dock Permit # _____

SEVENTH VEHICLE

Make/Model/Color: _____

Vehicle License Plate #: _____ Vehicle Permit #: _____

Dock Permit # _____

EIGHTH VEHICLE

Make/Model/Color: _____

Vehicle License Plate #: _____ Vehicle Permit #: _____

Dock Permit # _____

NINTH VEHICLE

Make/Model/Color: _____

Vehicle License Plate #: _____ Vehicle Permit #: _____

Dock Permit # _____

TENTH VEHICLE

Make/Model/Color: _____

Vehicle License Plate #: _____ Vehicle Permit #: _____