USDA, Forest Service **SPECIAL-USE APPLICATION FOR RECREATION EVENT** (Ref: 36 CFR 251) Authority: Federal Lands Recreation Enhancement Act , 16 U.S.C. 6802(h)	Forest Service Use Type 149 Date Received:_____ Date Issued: _____ Expiration Date: _____ Reg./For./Dist. _____ Auth I.D.:_____ State/County: _____

PART 1- APPLICATION

1. APPLICANT INFORMATION

Name of Group:	
Name of Contact:	
Contact's Address:	
Contact's Phone:	
Applicant's Agent:	
Agent's Address:	
FAX Number:	
E-mail address	
Corporate Tax ID or SSN:	

If an Operating Plan is required, sign application and stop here. Otherwise, complete Items 2 through 7.

2. DESCRIPTION OF PROPOSED ACTIVITY:

3. LOCATION & DESCRIPTION OF NATIONAL FOREST SYSTEM LANDS & FACILITIES APPLICANT WOULD LIKE TO USE (INCLUDE MAP)

4. ESTIMATED NUMBER OF PARTICIPANTS & SPECTATORS FOR PROPOSED ACTIVITY:

Participants:		Spectators:	

5. STARTING & ENDING DATE AND TIME OF PROPOSED ACTIVITY:

START:	Date		END:	Date:	
----------	Time:		-------	Time:	

6. ESTIMATED REVENUE COLLECTED FOR EVENT:

Amount:		Type of Fees:	

(Include event charges, vendor fees, discounts, sponsorship related fees, gratuities)

7. NAME OF PERSON(S) WHO WILL SIGN A SPECIAL-USE AUTHORIZATION ON BEHALF OF THE EVENT:

I hereby acknowledge that is an application only, and that the use and occupancy of National Forest System lands is not authorized until an authorization is signed and issued by an authorized officer.

Printed Name: Signature: Date:

Printed Name: Signature: Date:

18 U.S.C. § 1001 makes it a crime for any person knowingly and willfully to make to any department or agency of the United States any false, fictitious, or fraudulent statements or representations as to any matter within its jurisdiction. Anyone who knowingly or willfully makes or uses any false writing shall be fined not be more than $10,000 or imprisoned not more than five years, or both.

EXHIBIT A

This optional format is designed to identify all aspects of a recreation event held on National Forest System lands and will help in developing an Operating Plan for an event. Depending on the size of your event, some items may not apply. Attach additional pages, if necessary to complete the information.

This operating plan is hereby incorporated as part of the authorization in accordance with clauses 5 and 16 of the Special-Use Application and Permit for Recreation Events (FS-2700-3c), if the proposal is accepted and the application is approved.

1. On Site Agent:

Day Phone:	
Evening Phone:	
FAX or E-Mail:	

2 Date:

Start:	
End:	

3. Description of Event:

4. Location (attach map)

5. Number of Acres Needed:

6. Planned Number of Participants:

Planned Number of participants:		Maximum Number:	

7. Planned Number of Spectators:

Planned Number of Spectators:		Maximum Number:	

8. Duration of Event (Include pore/post event set-up days):

9. Overnight area needed:

Yes:		No:		If Yes describe:

10. After hour activities for multiple-day events (music, food, etc):

11. Notification of adjacent permit holders or landowners:

Yes:		No:		List Contacts:

12. List other permits required and coordinating agreements (attach copies):

FACILITIES

13. Facilities provided (i.e. tents, canopies, stage, booths, benches, chairs, showers):

14. Provisions for drinking water (quantity, locations, bottled vs. truck):

15. Signing (i.e. route marking, parking, trails, event schedules):

16. Sanitation Plan (i.e. number of toilets, garbage cans, recycle bins):

17. Accommodations for disabled visitors (i.e.parking, access):

18. Describe power supply requirements:

19. Describe public address system requirements:

VENDORS

20. Will food or beverages be provided?:

Yes:		No:		If no, go to 27.

21. Included in the price?

Yes:		No:		

22. Agreements with vendors or caterers?

Yes:		No:		

23. Number of vendors or caterers.

24. Location of food or beverages (identify on map):

25. Alcohol for sale?

Yes:		No:		Vendor obtained state and local permits ? Yes ☐ No ☐

26. Insurance coverage for alcohol:

Yes:		No:		Attach a copy of the liability portion & all endorsements and exclusions

27. Other products for sale (i.e. t-shirts, hats, ice, souvenirs):

28. Other equipment for rental (i.e. snowmobiles, skis, boards, jet-skis, rafts, kayaks):

29. List additional third party agreements:

PARKING AND VEHICLES

When planning for parking, be aware that one lane must always be open for emergency vehicles.

30. Amount of parking needed (i.e. number of spaces, acres, include disabled parking):

31. Locations (identify on map):

32. Parking attendants and location used (i.e. parking direction, lot full posting, information):

33. Parking lot security (i.e. overnight parking, remote lots):

34. Traffic controls (i.e. one way, signing):

35. Shuttle service (type, when and where used):

36. Will any road closures be needed? (where and how long):

SAFETY/COMMUNICATIONS/MEDICAL

37. Attach Medical Plan and include the following:

Access for emergency vehicles (i.e. ambulance, helicopter landing zones)

Number and location of first aid stations

Names and qualifications of any medical staffing

List of emergency phone numbers and local hospitals/clinics

38. Describe communications type and numbers of equipment used::

39. Specify safety closures for high risk areas and protection of spectators (i.e. barriers, closures, restricted areas):

ADVERTISING

All advertisements must include acknowledgement that the event is located on the National Forest.

40. Description of event advertising (i.e. flyers, radio, TV, magazines, internet):

41. Target audiences (i.e. local, regional, national, limited membership):

42. Planned filming (i.e. land, air, water):

43. What is the reason for filming (i.e. advertising, promotion):

44. Type of advertising proposed for event (i.e. banners, signs, posters, commercial vehicles:

CLEANUP

45. Time frame to remove all facilities and garbage after the event (including removal of signs, advertising flagging, route markers):

46. Garbage collection site location (landfill or transfer station):

47. Mitigation plan to rehabilitate resource damage (i.e. closures, revegetation):

48. Time frame to complete mitigation:

FEES

Land use rental fees are 5% of adjusted gross receipts for one time events and 3% of adjusted gross receipts for multiple events under one permit. Adjusted gross receipts is the gross revenue less the cost to the holder of the permit of prizes awarded. Only those prizes which are paid for by the holder or come from the entry fee costs can be deducted. Donated prizes can not be deducted