

The following explanations correspond with the items on the CUA Market Fee Form. Please read this entire instructional document. Supplemental information regarding your permit can be found in the [CUA Handbook](#). If additional information is needed, please email TSP.Commercial.Use@tn.gov



Department of
**Environment &
Conservation**



**TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION
TENNESSEE STATE PARKS**

TENNESSEE STATE PARKS COMMERCIAL USE AUTHORIZATION MARKET FEE INSTRUCTIONS

CUA market fee payment instructions for current vendors.

Contact Information

1. Enter last year's permit number. The number can be found on the Commercial Use Authorizations Form.
2. Enter the legal name of your business exactly as it is registered with the Tennessee Secretary of State (if applicable). If you have a secondary name under which you are doing business (d.b.a.), please enter that name also.
3. Enter the name of your primary point of contact and their title
4. Verify your business's primary mailing address.
 - a. Indicate whether this primary mailing address is a seasonal address.
 - b. If seasonal, indicate the dates at which your company can be contacted at this address.
5. Indicate whether you have an alternate, secondary, or off-season mailing address.
 - a. Enter your business's alternate mailing address, if applicable.
 - b. Indicate whether this alternate mailing address is a seasonal address.
 - c. If seasonal, indicate the dates at which your company can be contacted at this address.
6. Provide your business email address.
7. Provide your business website URL, if applicable.
8. Provide your business contact numbers. A primary phone number is required; an alternative phone number and fax number are optional. However, if you cannot be reached year-round using your primary phone number, you must provide an alternative phone number where you or someone from your business can be reached in the off-season.

Park Information

9. Review the primary park and any additional parks you operate your business in.
10. Review your business's primary service category

Gross Receipts

11. If your business operates a multi-stop tour which transports or tours your customers to multiple locations including a Tennessee State Park select "Yes" and answer the following questions. If not continue to #12.

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11a. Enter total gross receipts for the holder (applicant) for the most recent permit period. Gross receipts mean the total amount of all revenues received. Enter the total amount in US dollars. Gross receipts will not be made public by the Service except in accordance with law.

11b. Use the dropdown to select the percentage of total revenues attributed to visiting a Tennessee State Park. Example: If a 2-hour tour includes a 30-minute stop in a State Park 25% should be reported.

11c. Describe how the percentage was calculated.

11d. The Commercial Use Authorization Application Fee is subtracted from 3% of the total revenues attributed to the Tennessee State Park.

12. Enter total gross receipts for the holder (applicant) for the most recent permit period. Gross receipts mean the total amount of all revenues received from services within a Tennessee State Park. Services conducted outside of park properties should not be included when calculating the amount to be listed under gross receipts. Enter the total amount in US dollars. Gross receipts will not be made public by the Service except in accordance with law.

12a. The Commercial Use Authorization Application Fee is subtracted from 3% of the total revenues reported.

13. Permit holders must submit a statement of its gross revenues derived from activities under this authorization for the year prior to that anniversary or expiration date, as appropriate. The statement of gross revenue must be broken down by commercial park activity and park. File types accepted include: PDF, Word, and Excel.

Review & Submit

Review the form to confirm the form is populated completely and accurately, prior to certification and submission.

By signing and submitting this form, the applicant certifies that all information given is complete and correct to the best of their knowledge and that no false or misleading information or statements have been given.