

## **INSTRUCTIONS FOR COMPLETING THE ANNUAL FINANCIAL REPORT**

- 1 Enter your financial information in the dark grey cells on each of the following worksheets. Cells not highlighted in dark grey are automatically calculated and should not be changed.
- 2 Use the tab key or arrow keys to move through the cells in each worksheet.
- 3 In the "Type of Entity" area on the Concessioner Information worksheet, make the appropriate selection using the dropdown menu.
- 4 Manually enter the correct concessioner ID. Concessioner ID's take the form ABCD-###, where ABCD represents the alphanumeric code for the park and the numbers are a contract number.
- 5 To move a comment box, place the cursor on the comment box, left click and hold, then drag the comment box to to another place on the screen.
- 6 The signature(s) on the Concessioner Info worksheet should be typed rather than written.
- 7 Do not enter zeroes, NA, dashes or anything else in cells which are not applicable to your operation. Leave these cells blank.
- 8 For help, email [afr\\_submission@nps.gov](mailto:afr_submission@nps.gov)

**CONCESSIONER: -** **PERIOD ENDING: MM/DD/YYYY**

For the Period from:  to:

Concessioner ID   
Concessioner Name   
Park Unit

Contract or Permit Number                      Effective Date                      Expiration Date

Type of Entity

**TABLE OF CONTENTS**

- Schedule A - Detail of Gross Receipts
- Schedule B - Income Statement
- Schedule C - Balance Sheet
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**ANNUAL FINANCIAL STATEMENT CERTIFICATION (Either one or both of the certifications below may be completed)**

**COMPLETE THE CERTIFICATION BELOW IF YOU ARE THE CONCESSIONER AND COMPLETED THE ANNUAL FINANCIAL REPORT**

By typing my name below, I certify that I am authorized to complete and submit this report. This report has been examined by me and to the best of my knowledge and belief is a true, correct, and complete report.

Name of Person Responsible for Report Information   
Title   
Date

**COMPLETE THE CERTIFICATION IF YOU ARE A CPA WHO HAS EITHER COMPILED, REVIEWED OR AUDITED THE CONCESSIONER'S FINANCIAL STATEMENTS AND HAVE COMPLETED THE ANNUAL FINANCIAL REPORT.**

By typing my name in the box below, I certify that I have been authorized to complete and submit this report on behalf of the concessioner. This report has been completed and prepared under my supervision using data/information from the company's compiled/reviewed/audited financial statements and/or other financial records and to the best of my knowledge and belief is a true, correct, and complete report.

Name of Person Responsible for Report Information   
Title   
Date

**CONCESSIONER CONTACT INFORMATION**

Mailing Address   
City   
State   
Zip Code   
Telephone   
Email Address

**PRORATION OF REVENUES AND/OR EXPENSES**

Are expenses and/or revenues prorated as a portion of the entire operation?

If Revenue or Expenses were Prorated, Select Proration Method:

was/were

Proration Percentage

If you prorated revenues/expenses based on another method, please explain below:

## NOTICES

### PRIVACY ACT STATEMENT

**Authority:** 16 U.S.C. 5966, Commercial Use Authorizations.

**Purpose:** The purposes of the system are (1) to assist NPS employees in managing the NPS Commercial Services program allowing commercial uses within a unit of the National Park System to ensure that business activities are conducted in a manner that complies with Federal laws and regulations; (2) to monitor resources that are or may be affected by the authorized commercial uses within a unit of the National Park System; (3) to track applicants and holders of commercial use authorizations who are planning to conduct or are conducting business within units of the National Park System; and (4) to provide to the public the description and contact information for businesses that provide services in national parks.

**Routine Uses:** In addition to those disclosures generally permitted under 5 U.S.C.552a(b) of the Privacy Act, records or information contained in this system may be disclosed outside DOI as a routine use pursuant to 5 U.S.C. 552a(b)(3) to other Federal, state and local governments, tribal organizations, and members of the general public upon request for names, addresses and phone numbers of Commercial Use Authorizations (CUA) holders conducting business within units of the National Park System for the purpose of informing the public of the availability of the services offered by the CUA holder. In addition, records or information contained in this system may be disclosed outside DOI based on an authorized routine use when the disclosure is compatible with the purpose for which the records were compiled as described under the system of records notice for this system.

**Disclosure:** Voluntary, however, failure to provide the requested information may impede our ability to 1) manage the National Park Service (NPS) Commercial Services Program allowing commercial uses within a unit of the NPS, 2) monitor resources that are or may be affected by the authorized commercial uses, and 3) provide the public the description and contact information for businesses that provide services in national parks.

### PAPERWORK REDUCTION ACT STATEMENT

We collect this information under the authority of Title IV of the National Parks Omnibus Management Act of 1998 (Pub. L. 105-391). We use this information to determine the franchise fees of the concessioner. Your response is required to obtain or retain a benefit. We may not collect or sponsor and you are not required to respond to a collection of information unless it displays a currently valid OMB control number. OMB has approved this collection of information and assigned Control No. 1024-0029.

### ESTIMATED BURDEN STATEMENT

We estimate that it will take you 4 hours to complete this form, including time to review instructions, gather and maintain data, and complete and review the form. You may send comments on the burden estimate or any aspect of this form to the Information Collection Clearance Officer, National Park Service, 1201 Oakridge Drive, Fort Collins, CO 80525. Please do not send your completed form to this address.

**SCHEDULE A - DETAIL OF GROSS RECEIPTS**

**CONCESSIONER: -**

**PERIOD ENDING: MM/DD/YYYY**

|   | Amount |
|---|--------|
| <b>LODGING</b>                                |        |
| 1 Hotel and Motel                             |        |
| 2 Cabins and Cottages                         |        |
| 3 Hostels                                     |        |
| 4 Tent Cabins                                 |        |
| 5 LODGING DEPARTMENT TOTAL                    | 0      |
| <b>FOOD AND BEVERAGE</b>                      |        |
| 6 Restaurant                                  |        |
| 7 Cafeteria                                   |        |
| 8 Snack Bar and Fast Food                     |        |
| 9 FOOD DEPARTMENT TOTAL                       | 0      |
| 10 Alcoholic Beverages                        |        |
| <b>SOUVENIRS</b>                              |        |
| 11 Gifts, Curios                              |        |
| 12 Genuine Authorized Native Handicrafts      |        |
| 13 SOUVENIR DEPARTMENT TOTAL                  | 0      |
| <b>GENERAL MERCHANDISE</b>                    |        |
| 14 Grocery                                    |        |
| 15 Package Liquor                             |        |
| 16 Camera and Photographic Supplies           |        |
| 17 (Other General Merchandise)                |        |
| 18 MERCHANDISE DEPARTMENT TOTAL               | 0      |
| <b>RECREATION VEHICLE PARKS AND CAMPSITES</b> |        |
| 19 Tents                                      |        |
| 20 RV Camping (without hook-ups)              |        |
| 21 RV Camping (with hook-ups)                 |        |
| 22 RV Park                                    |        |
| 23 RV AND CAMPSITES DEPARTMENT TOTAL          | 0      |
| <b>AUTO SERVICE</b>                           |        |
| 24 Fuel and Oil                               |        |
| 25 Parts, Service and Other                   |        |
| 26 AUTO SERVICE DEPARTMENT TOTAL              | 0      |
| <b>MARINA</b>                                 |        |
| 27 Covered Slips                              |        |
| 28 Uncovered Slips and Mooring                |        |
| 29 Houseboat Rental                           |        |
| 30 Boat and Motor Rental                      |        |
| 31 Fuel and Oil                               |        |
| 32 Boat and Motor Sales                       |        |
| 33 Boat Repair                                |        |
| 34 Dry Storage                                |        |
| 35 (Other Marina)                             |        |
| 36 (Other Marina)                             |        |
| 37 MARINA DEPARTMENT TOTAL                    | 0      |

**SCHEDULE A - DETAIL OF GROSS RECEIPTS**

**CONCESSIONER: -**

**PERIOD ENDING: MM/DD/YYYY**

|   | Amount |
|---|--------|
| <b>TRANSPORTATION OF VISITORS</b>   |        |
| 38 Water  |        |
| 39 Air  |        |
| 40 Ground   |        |
| 41 (Other Transportation)   |        |
| 42 (Other Transportation)   |        |
| 43 TRANSPORTATION OF VISITORS DEPARTMENT TOTAL                                  | 0      |
| <b>HORSE AND MULE</b>   |        |
| 44 Horse and Mule Pack Services   |        |
| <b>GUIDED TOURS</b>   |        |
| 45 Float Trips and River Runners  |        |
| 46 Water  |        |
| 47 Ground (Vehicle/Tram/Bus)  |        |
| 48 Ground (Snowmobiles)   |        |
| 49 Air  |        |
| 51 Backcountry Horse Trail Rides  |        |
| 52 Backcountry Hiking   |        |
| 53 (Other Guided Tours)   |        |
| 54 (Other Guided Tours)   |        |
| 55 GUIDED DEPARTMENT TOTAL  | 0      |
| <b>CRUISE SHIPS</b>   |        |
| 56 Cruise Ships   |        |
| <b>OTHER</b>  |        |
| 57 Parking Lot  |        |
| 58 Vending Machine  |        |
| 59 Bathhouse/Health Spa Services  |        |
| 60 Rentals (Equipment, Video, Bicycles & Other)                                 |        |
| 61 Hunting Guides   |        |
| 62 Instructional Service (mountain climbing school; environmental school, etc.) |        |
| 63 Medical Care   |        |
| 64 Golf Course and Driving Range  |        |
| 65 Sports Facilities  |        |
| 66 (Other Departments)  |        |
| 67 (Other Departments)  |        |
| <b>EMPLOYEE CHARGES</b>   |        |
| 68 Charges for Employee's meals, lodgings and transportation                    |        |
| 69 TOTAL GROSS RECEIPTS   | 0      |

**SCHEDULE B - INCOME STATEMENT**

**CONCESSIONER: -**

**PERIOD ENDING: MM/DD/YYYY**

This Period: YYYY

REVENUE AND GROSS PROFIT

|                                |   |
|--------------------------------|---|
| 1 GROSS RECEIPTS               | 0 |
| 2 SALES RETURNS AND ALLOWANCES |   |
| 3 NET SALES                    | 0 |
| 4 COST OF SALES                |   |
| 5 GROSS PROFIT                 | 0 |

DIRECT OPERATING EXPENSES

|   |   |
|---|---|
| 6 Direct Salaries, Wages, Payroll Taxes, and Benefits |   |
| 7 Commissions   |   |
| 8 Operating Supplies                                  |   |
| 9 Equipment Rental                                    |   |
| 10 Contract Services                                  |   |
| 11 Utilities Expense                                  |   |
| 12 Licenses and Fees                                  |   |
| 13 Repair and Maintenance Expense                     |   |
| 14 Vehicle Expense                                    |   |
| 15 Travel and Trip Expense                            |   |
| 16 Equipment Purchased                                |   |
| 17 Hay, Pasture and Feed                              |   |
| 18 (Other Direct Expenses)                            |   |
| 19 (Other Direct Expenses)                            |   |
| 20 (Other Direct Expenses)                            |   |
| 21 TOTAL DIRECT OPERATING EXPENSES                    | 0 |
| 22 DEPARTMENTAL INCOME (LOSS)                         | 0 |

INDIRECT OPERATING EXPENSES

|   |   |
|---|---|
| 23 Owners, Officers and Partners Salaries, Payroll Taxes and Benefits |   |
| 24 Other (Administrative) Salaries, Payroll Taxes and Benefits        |   |
| 25 Credit Card Fees   |   |
| 26 Bank Charges   |   |
| 27 Office Expense   |   |
| 28 Dues and Subscriptions   |   |
| 29 Travel Expense   |   |
| 30 Telecommunications Expense   |   |
| 31 Legal Fees   |   |
| 32 Accounting and Audit Fees  |   |
| 33 Advertising and Promotional Expense                                |   |
| 34 (Other G&A Expenses)   |   |
| 35 (Other G&A Expenses)   |   |
| 36 TOTAL GENERAL AND ADMINISTRATIVE EXPENSES                          | 0 |

GOVERNMENT FEES

|  |   |
|--|---|
| 37 Deductions from Gross Receipts, including Native American Handicrafts |   |
| 38 Gross Receipts subject to Government Fees                             | 0 |
| 39 Percentage of Gross Receipts Fee                                      |   |
| 40 Flat Fee  |   |
| 41 (Other Government Fees)   |   |
| 42 TOTAL GOVERNMENT FEES AND CONTRIBUTIONS                               | 0 |
| 43 TOTAL INDIRECT OPERATING EXPENSES                                     | 0 |
| 44 TOTAL INCOME (LOSS) FROM OPERATIONS BEFORE FIXED EXPENSES             | 0 |

FIXED EXPENSES

**SCHEDULE B - INCOME STATEMENT**

**CONCESSIONER: -**

**PERIOD ENDING: MM/DD/YYYY**

This Period: YYYY

|  |   |
|--|---|
| 45 Rent  |   |
| 46 Property Taxes  |   |
| 47 Business/Liability/Property Insurance                         |   |
| 48 Interest Expense  |   |
| 49 Depreciation  |   |
| 50 Amortization  |   |
| 51 (Other Fixed Expenses)  |   |
| 52 TOTAL FIXED EXPENSES  | 0 |
| 53 INCOME (LOSS) BEFORE INCOME TAXES AND OTHER INCOME (EXPENSES) | 0 |

OTHER EXPENSES (INCOME)

|  |   |
|--|---|
| 54 Interest and Dividend Income (Negative) |   |
| 55 Loss (Gain) on Sale of Assets           |   |
| 56 (Additional Other Expenses (Income))    |   |
| 57 TOTAL OTHER EXPENSES (INCOME)           | 0 |
| 58 INCOME (LOSS) BEFORE INCOME TAXES       | 0 |

INCOME TAXES

|                       |   |
|-----------------------|---|
| 59 Federal            |   |
| 60 State and Local    |   |
| 61 TOTAL INCOME TAXES | 0 |
| 62 NET INCOME (LOSS)  | 0 |

**SCHEDULE C - BALANCE SHEET (For Concessioners with Gross Receipts Between \$250,000 and \$500,000)**

**CONCESSIONER: -**

**PERIOD ENDING: MM/DD/YYYY**

This Period: YYYY

|                              |   |   |
|------------------------------|---|---|
| <b>ASSETS</b>                |   |   |
| <b>CURRENT ASSETS</b>        |   |   |
| 1                            | Cash and Cash Equivalents                     |   |
| 2                            | Inventories - Merchandise                     |   |
| 3                            | Accounts Receivable                           |   |
| 4                            | Notes Receivable                              |   |
| 5                            | Prepaid Expenses                              |   |
| 6                            | (Other Current Assets)                        |   |
| 7                            | <b>TOTAL CURRENT ASSETS</b>                   | 0 |
| <b>FIXED ASSETS</b>          |   |   |
| 8                            | Depreciable Fixed Assets                      |   |
| 9                            | Less: Accumulated Depreciation                |   |
| 10                           | Net Depreciable Fixed Assets                  | 0 |
| 11                           | <b>TOTAL FIXED ASSETS</b>                     | 0 |
| 12                           | Net Intangible Assets                         |   |
| 13                           | (Other Assets)                                |   |
| 14                           | <b>TOTAL OTHER ASSETS</b>                     | 0 |
| 15                           | <b>TOTAL ASSETS</b>                           | 0 |
| <b>LIABILITIES</b>           |   |   |
| <b>CURRENT LIABILITIES</b>   |   |   |
| 16                           | Notes Payable                                 |   |
| 17                           | Accounts Payable                              |   |
| 18                           | Current Maturities on Long - Term Debt        |   |
| 19                           | Government Fees Payable                       |   |
| 20                           | Accrued Liabilities                           |   |
| 21                           | Advance Deposits                              |   |
| 22                           | (Other Current Liabilities)                   |   |
| 23                           | <b>TOTAL CURRENT LIABILITIES</b>              | 0 |
| <b>LONG-TERM LIABILITIES</b> |   |   |
| 24                           | Long -Term Debt, Excluding Current Maturities |   |
| 25                           | (Other Long-Term Liabilities)                 |   |
| 26                           | <b>TOTAL LONG-TERM LIABILITIES</b>            | 0 |
| 27                           | <b>TOTAL LIABILITIES</b>                      | 0 |
| <b>EQUITY</b>                |   |   |
| 28                           | Partner's or Proprietor's Capital             |   |
| 29                           | Common and Preferred Stock                    |   |
| 30                           | (Other Equity)                                |   |
| 31                           | Additional Paid - In Capital                  |   |
| 32                           | Less: Treasury Stock                          |   |
| 33                           | Retained Earnings                             |   |
| 34                           | <b>TOTAL EQUITY</b>                           | 0 |
| 35                           | <b>TOTAL LIABILITIES AND EQUITY</b>           | 0 |



**SCHEDULE M1 - OPERATIONAL STATISTICS**

**CONCESSIONER: -**

**PERIOD ENDING: MM/DD/YYYY**

Site:   
 Period Covered:

**LODGING**

|   |                                       |                      |
|---|---------------------------------------|----------------------|
| 1 | Number of Rooms in Facility           | <input type="text"/> |
| 2 | Total Number of Room Nights Available | <input type="text"/> |
| 3 | Total Number of Room Nights Occupied  | <input type="text"/> |
| 4 | Occupancy Percentage                  | 0%                   |
| 5 | Average Daily Room Rate (ADR)         | <input type="text"/> |
| 6 | Revenue Per Available Room (RevPAR)   | 0                    |
| 7 | Total Number of Guests                | <input type="text"/> |
| 8 | Number of Lodging Employees           | <input type="text"/> |

**FOOD AND BEVERAGE**

|    |                                       |                      |
|----|---------------------------------------|----------------------|
| 9  | Number of Seats                       | <input type="text"/> |
| 10 | Total Square Feet of Seating Area     | <input type="text"/> |
| 11 | Total Customers                       | <input type="text"/> |
| 12 | Average Check per Customer            | <input type="text"/> |
| 13 | Number of Food and Beverage Employees | <input type="text"/> |

**GIFTS AND MERCHANDISE**

|    |  |                      |
|----|--|----------------------|
| 14 | Total Retail Square Feet (including storage) | <input type="text"/> |
| 15 | Average Transaction / square foot            | <input type="text"/> |
| 16 | Total Number of Retail Employees             | <input type="text"/> |

**MARINAS**

|    | Number Available            | Average Occupied     | Occupancy Rate |
|----|-----------------------------|----------------------|----------------|
| 17 | Covered Slips               | <input type="text"/> | 0%             |
| 18 | Uncovered Slips             | <input type="text"/> | 0%             |
| 19 | Rental Boats and Houseboats | <input type="text"/> | 0%             |
| 20 | Dry Storage Units           | <input type="text"/> | 0%             |
| 21 | Linear Feet of Wet Moorage  | <input type="text"/> |                |
| 22 | Number of Marina Employees  | <input type="text"/> |                |

**TRANSPORTATION / TOUR / GUIDE SERVICE**

|    | Annual Trips                       | Annual Riders        | Riders per Trip |
|----|------------------------------------|----------------------|-----------------|
| 23 | (Type of Trip/Tour)                | <input type="text"/> | 0               |
| 24 | (Type of Trip/Tour)                | <input type="text"/> | 0               |
| 25 | (Type of Trip/Tour)                | <input type="text"/> | 0               |
| 26 | (Type of Trip/Tour)                | <input type="text"/> | 0               |
| 27 | (Type of Trip/Tour)                | <input type="text"/> | 0               |
| 28 | Number of Transportation Employees | <input type="text"/> |                 |

**CAMPGROUNDS**

|    | Number Available               | Average Occupied     | Occupancy Rate |
|----|--------------------------------|----------------------|----------------|
| 29 | Campground Sites               | <input type="text"/> | 0%             |
| 30 | Number of Campground Employees | <input type="text"/> |                |

**CONCESSION EMPLOYEES**

|    | Annual  |                      |
|----|---|----------------------|
| 31 | Permanent year around employees                               | <input type="text"/> |
| 32 | Filled seasonal positions                                     | <input type="text"/> |
| 33 | Estimated total full-time equivalents (One FTE = 2,080 hours) | <input type="text"/> |

**CONCESSION EMPLOYEE HOUSING**

|    | Number Available       | Average Occupied     | Occupancy Rate |
|----|------------------------|----------------------|----------------|
| 34 | Employee Beds          | <input type="text"/> | 0%             |
|    | Total                  | Per Occupied Bed     |                |
| 35 | Direct Housing Expense | 0.00                 |                |

**SCHEDULE M2 - OPERATIONAL STATISTICS**

**CONCESSIONER: -**

**PERIOD ENDING: MM/DD/YYYY**

Site:   
 Period Covered:

**LODGING**

|   |                                       |                      |
|---|---------------------------------------|----------------------|
| 1 | Number of Rooms in Facility           | <input type="text"/> |
| 2 | Total Number of Room Nights Available | <input type="text"/> |
| 3 | Total Number of Room Nights Occupied  | <input type="text"/> |
| 4 | Occupancy Percentage                  | 0%                   |
| 5 | Average Daily Room Rate (ADR)         | <input type="text"/> |
| 6 | Revenue Per Available Room (RevPAR)   | 0                    |
| 7 | Total Number of Guests                | <input type="text"/> |
| 8 | Number of Lodging Employees           | <input type="text"/> |

**FOOD AND BEVERAGE**

|    |                                       |                      |
|----|---------------------------------------|----------------------|
| 9  | Number of Seats                       | <input type="text"/> |
| 10 | Total Square Feet of Seating Area     | <input type="text"/> |
| 11 | Total Customers                       | <input type="text"/> |
| 12 | Average Check per Customer            | <input type="text"/> |
| 13 | Number of Food and Beverage Employees | <input type="text"/> |

**GIFTS AND MERCHANDISE**

|    |  |                      |
|----|--|----------------------|
| 14 | Total Retail Square Feet (including storage) | <input type="text"/> |
| 15 | Average Transaction / square foot            | <input type="text"/> |
| 16 | Total Number of Retail Employees             | <input type="text"/> |

**MARINAS**

|    | Number Available            | Average Occupied     | Occupancy Rate |
|----|-----------------------------|----------------------|----------------|
| 17 | Covered Slips               | <input type="text"/> | 0%             |
| 18 | Uncovered Slips             | <input type="text"/> | 0%             |
| 19 | Rental Boats and Houseboats | <input type="text"/> | 0%             |
| 20 | Dry Storage Units           | <input type="text"/> | 0%             |
| 21 | Linear Feet of Wet Moorage  | <input type="text"/> |                |
| 22 | Number of Marina Employees  | <input type="text"/> |                |

**TRANSPORTATION / TOUR / GUIDE SERVICE**

|    | Annual Trips                       | Annual Riders        | Riders per Trip |
|----|------------------------------------|----------------------|-----------------|
| 23 | (Type of Trip/Tour)                | <input type="text"/> | 0               |
| 24 | (Type of Trip/Tour)                | <input type="text"/> | 0               |
| 25 | (Type of Trip/Tour)                | <input type="text"/> | 0               |
| 26 | (Type of Trip/Tour)                | <input type="text"/> | 0               |
| 27 | (Type of Trip/Tour)                | <input type="text"/> | 0               |
| 28 | Number of Transportation Employees | <input type="text"/> |                 |

**CAMPGROUNDS**

|    | Number Available               | Average Occupied     | Occupancy Rate |
|----|--------------------------------|----------------------|----------------|
| 29 | Campground Sites               | <input type="text"/> | 0%             |
| 30 | Number of Campground Employees | <input type="text"/> |                |

**SCHEDULE M3 - OPERATIONAL STATISTICS**

**CONCESSIONER: -**

**PERIOD ENDING: MM/DD/YYYY**

Site:   
 Period Covered:

**LODGING**

|   |                                       |                      |
|---|---------------------------------------|----------------------|
| 1 | Number of Rooms in Facility           | <input type="text"/> |
| 2 | Total Number of Room Nights Available | <input type="text"/> |
| 3 | Total Number of Room Nights Occupied  | <input type="text"/> |
| 4 | Occupancy Percentage                  | 0%                   |
| 5 | Average Daily Room Rate (ADR)         | <input type="text"/> |
| 6 | Revenue Per Available Room (RevPAR)   | 0                    |
| 7 | Total Number of Guests                | <input type="text"/> |
| 8 | Number of Lodging Employees           | <input type="text"/> |

**FOOD AND BEVERAGE**

|    |                                       |                      |
|----|---------------------------------------|----------------------|
| 9  | Number of Seats                       | <input type="text"/> |
| 10 | Total Square Feet of Seating Area     | <input type="text"/> |
| 11 | Total Customers                       | <input type="text"/> |
| 12 | Average Check per Customer            | <input type="text"/> |
| 13 | Number of Food and Beverage Employees | <input type="text"/> |

**GIFTS AND MERCHANDISE**

|    |  |                      |
|----|--|----------------------|
| 14 | Total Retail Square Feet (including storage) | <input type="text"/> |
| 15 | Average Transaction / square foot            | <input type="text"/> |
| 16 | Total Number of Retail Employees             | <input type="text"/> |

**MARINAS**

|    | Number Available            | Average Occupied     | Occupancy Rate |
|----|-----------------------------|----------------------|----------------|
| 17 | Covered Slips               | <input type="text"/> | 0%             |
| 18 | Uncovered Slips             | <input type="text"/> | 0%             |
| 19 | Rental Boats and Houseboats | <input type="text"/> | 0%             |
| 20 | Dry Storage Units           | <input type="text"/> | 0%             |
| 21 | Linear Feet of Wet Moorage  | <input type="text"/> |                |
| 22 | Number of Marina Employees  | <input type="text"/> |                |

**TRANSPORTATION / TOUR / GUIDE SERVICE**

|    | Annual Trips                       | Annual Riders        | Riders per Trip |
|----|------------------------------------|----------------------|-----------------|
| 23 | (Type of Trip/Tour)                | <input type="text"/> | 0               |
| 24 | (Type of Trip/Tour)                | <input type="text"/> | 0               |
| 25 | (Type of Trip/Tour)                | <input type="text"/> | 0               |
| 26 | (Type of Trip/Tour)                | <input type="text"/> | 0               |
| 27 | (Type of Trip/Tour)                | <input type="text"/> | 0               |
| 28 | Number of Transportation Employees | <input type="text"/> |                 |

**CAMPGROUNDS**

|    | Number Available               | Average Occupied     | Occupancy Rate |
|----|--------------------------------|----------------------|----------------|
| 29 | Campground Sites               | <input type="text"/> | 0%             |
| 30 | Number of Campground Employees | <input type="text"/> |                |

**SCHEDULE M4 - OPERATIONAL STATISTICS**

|                        |                                  |
|------------------------|----------------------------------|
| <b>CONCESSIONER: -</b> | <b>PERIOD ENDING: MM/DD/YYYY</b> |
|------------------------|----------------------------------|

|                 |  |
|-----------------|--|
| Site:           |  |
| Period Covered: |  |

**LODGING**

|   |    |
|---|----|
| 1 Number of Rooms in Facility           |    |
| 2 Total Number of Room Nights Available |    |
| 3 Total Number of Room Nights Occupied  |    |
| 4 Occupancy Percentage                  | 0% |
| 5 Average Daily Room Rate (ADR)         |    |
| 6 Revenue Per Available Room (RevPAR)   | 0  |
| 7 Total Number of Guests                |    |
| 8 Number of Lodging Employees           |    |

**FOOD AND BEVERAGE**

|  |  |
|--|--|
| 9 Number of Seats                        |  |
| 10 Total Square Feet of Seating Area     |  |
| 11 Total Customers                       |  |
| 12 Average Check per Customer            |  |
| 13 Number of Food and Beverage Employees |  |

**GIFTS AND MERCHANDISE**

|   |  |
|---|--|
| 14 Total Retail Square Feet (including storage) |  |
| 15 Average Transaction / square foot            |  |
| 16 Total Number of Retail Employees             |  |

**MARINAS**

|                                | Number Available | Average Occupied | Occupancy Rate |
|--------------------------------|------------------|------------------|----------------|
| 17 Covered Slips               |                  |                  | 0%             |
| 18 Uncovered Slips             |                  |                  | 0%             |
| 19 Rental Boats and Houseboats |                  |                  | 0%             |
| 20 Dry Storage Units           |                  |                  | 0%             |
| 21 Linear Feet of Wet Moorage  |                  |                  |                |
| 22 Number of Marina Employees  |                  |                  |                |

**TRANSPORTATION / TOUR / GUIDE SERVICE**

|                                       | Annual Trips | Annual Riders | Riders per Trip |
|---------------------------------------|--------------|---------------|-----------------|
| 23 (Type of Trip/Tour)                |              |               | 0               |
| 24 (Type of Trip/Tour)                |              |               | 0               |
| 25 (Type of Trip/Tour)                |              |               | 0               |
| 26 (Type of Trip/Tour)                |              |               | 0               |
| 27 (Type of Trip/Tour)                |              |               | 0               |
| 28 Number of Transportation Employees |              |               |                 |

**CAMPGROUNDS**

|                                   | Number Available | Average Occupied | Occupancy Rate |
|-----------------------------------|------------------|------------------|----------------|
| 29 Campground Sites               |                  |                  | 0%             |
| 30 Number of Campground Employees |                  |                  |                |

**SCHEDULE M5 - OPERATIONAL STATISTICS**

**CONCESSIONER: -**

**PERIOD ENDING: MM/DD/YYYY**

Site:   
 Period Covered:

**LODGING**

|   |                                       |                      |
|---|---------------------------------------|----------------------|
| 1 | Number of Rooms in Facility           | <input type="text"/> |
| 2 | Total Number of Room Nights Available | <input type="text"/> |
| 3 | Total Number of Room Nights Occupied  | <input type="text"/> |
| 4 | Occupancy Percentage                  | 0%                   |
| 5 | Average Daily Room Rate (ADR)         | <input type="text"/> |
| 6 | Revenue Per Available Room (RevPAR)   | 0                    |
| 7 | Total Number of Guests                | <input type="text"/> |
| 8 | Number of Lodging Employees           | <input type="text"/> |

**FOOD AND BEVERAGE**

|    |                                       |                      |
|----|---------------------------------------|----------------------|
| 9  | Number of Seats                       | <input type="text"/> |
| 10 | Total Square Feet of Seating Area     | <input type="text"/> |
| 11 | Total Customers                       | <input type="text"/> |
| 12 | Average Check per Customer            | <input type="text"/> |
| 13 | Number of Food and Beverage Employees | <input type="text"/> |

**GIFTS AND MERCHANDISE**

|    |  |                      |
|----|--|----------------------|
| 14 | Total Retail Square Feet (including storage) | <input type="text"/> |
| 15 | Average Transaction / square foot            | <input type="text"/> |
| 16 | Total Number of Retail Employees             | <input type="text"/> |

**MARINAS**

|    | Number Available            | Average Occupied     | Occupancy Rate |
|----|-----------------------------|----------------------|----------------|
| 17 | Covered Slips               | <input type="text"/> | 0%             |
| 18 | Uncovered Slips             | <input type="text"/> | 0%             |
| 19 | Rental Boats and Houseboats | <input type="text"/> | 0%             |
| 20 | Dry Storage Units           | <input type="text"/> | 0%             |
| 21 | Linear Feet of Wet Moorage  | <input type="text"/> |                |
| 22 | Number of Marina Employees  | <input type="text"/> |                |

**TRANSPORTATION / TOUR / GUIDE SERVICE**

|    | Annual Trips                       | Annual Riders        | Riders per Trip |
|----|------------------------------------|----------------------|-----------------|
| 23 | (Type of Trip/Tour)                | <input type="text"/> | 0               |
| 24 | (Type of Trip/Tour)                | <input type="text"/> | 0               |
| 25 | (Type of Trip/Tour)                | <input type="text"/> | 0               |
| 26 | (Type of Trip/Tour)                | <input type="text"/> | 0               |
| 27 | (Type of Trip/Tour)                | <input type="text"/> | 0               |
| 28 | Number of Transportation Employees | <input type="text"/> |                 |

**CAMPGROUNDS**

|    | Number Available               | Average Occupied     | Occupancy Rate |
|----|--------------------------------|----------------------|----------------|
| 29 | Campground Sites               | <input type="text"/> | 0%             |
| 30 | Number of Campground Employees | <input type="text"/> |                |

**SCHEDULE M6 - OPERATIONAL STATISTICS**

**CONCESSIONER: -**

**PERIOD ENDING: MM/DD/YYYY**

Site:   
 Period Covered:

**LODGING**

|   |                                       |                      |
|---|---------------------------------------|----------------------|
| 1 | Number of Rooms in Facility           | <input type="text"/> |
| 2 | Total Number of Room Nights Available | <input type="text"/> |
| 3 | Total Number of Room Nights Occupied  | <input type="text"/> |
| 4 | Occupancy Percentage                  | 0%                   |
| 5 | Average Daily Room Rate (ADR)         | <input type="text"/> |
| 6 | Revenue Per Available Room (RevPAR)   | 0                    |
| 7 | Total Number of Guests                | <input type="text"/> |
| 8 | Number of Lodging Employees           | <input type="text"/> |

**FOOD AND BEVERAGE**

|    |                                       |                      |
|----|---------------------------------------|----------------------|
| 9  | Number of Seats                       | <input type="text"/> |
| 10 | Total Square Feet of Seating Area     | <input type="text"/> |
| 11 | Total Customers                       | <input type="text"/> |
| 12 | Average Check per Customer            | <input type="text"/> |
| 13 | Number of Food and Beverage Employees | <input type="text"/> |

**GIFTS AND MERCHANDISE**

|    |  |                      |
|----|--|----------------------|
| 14 | Total Retail Square Feet (including storage) | <input type="text"/> |
| 15 | Average Transaction / square foot            | <input type="text"/> |
| 16 | Total Number of Retail Employees             | <input type="text"/> |

**MARINAS**

|    | Number Available            | Average Occupied     | Occupancy Rate |
|----|-----------------------------|----------------------|----------------|
| 17 | Covered Slips               | <input type="text"/> | 0%             |
| 18 | Uncovered Slips             | <input type="text"/> | 0%             |
| 19 | Rental Boats and Houseboats | <input type="text"/> | 0%             |
| 20 | Dry Storage Units           | <input type="text"/> | 0%             |
| 21 | Linear Feet of Wet Moorage  | <input type="text"/> |                |
| 22 | Number of Marina Employees  | <input type="text"/> |                |

**TRANSPORTATION / TOUR / GUIDE SERVICE**

|    | Annual Trips                       | Annual Riders        | Riders per Trip |
|----|------------------------------------|----------------------|-----------------|
| 23 | (Type of Trip/Tour)                | <input type="text"/> | 0               |
| 24 | (Type of Trip/Tour)                | <input type="text"/> | 0               |
| 25 | (Type of Trip/Tour)                | <input type="text"/> | 0               |
| 26 | (Type of Trip/Tour)                | <input type="text"/> | 0               |
| 27 | (Type of Trip/Tour)                | <input type="text"/> | 0               |
| 28 | Number of Transportation Employees | <input type="text"/> |                 |

**CAMPGROUNDS**

|    | Number Available               | Average Occupied     | Occupancy Rate |
|----|--------------------------------|----------------------|----------------|
| 29 | Campground Sites               | <input type="text"/> | 0%             |
| 30 | Number of Campground Employees | <input type="text"/> |                |

**SCHEDULE M7 - OPERATIONAL STATISTICS**

**CONCESSIONER: -**

**PERIOD ENDING: MM/DD/YYYY**

Site:   
 Period Covered:

**LODGING**

|   |                                       |                      |
|---|---------------------------------------|----------------------|
| 1 | Number of Rooms in Facility           | <input type="text"/> |
| 2 | Total Number of Room Nights Available | <input type="text"/> |
| 3 | Total Number of Room Nights Occupied  | <input type="text"/> |
| 4 | Occupancy Percentage                  | 0%                   |
| 5 | Average Daily Room Rate (ADR)         | <input type="text"/> |
| 6 | Revenue Per Available Room (RevPAR)   | 0                    |
| 7 | Total Number of Guests                | <input type="text"/> |
| 8 | Number of Lodging Employees           | <input type="text"/> |

**FOOD AND BEVERAGE**

|    |                                       |                      |
|----|---------------------------------------|----------------------|
| 9  | Number of Seats                       | <input type="text"/> |
| 10 | Total Square Feet of Seating Area     | <input type="text"/> |
| 11 | Total Customers                       | <input type="text"/> |
| 12 | Average Check per Customer            | <input type="text"/> |
| 13 | Number of Food and Beverage Employees | <input type="text"/> |

**GIFTS AND MERCHANDISE**

|    |  |                      |
|----|--|----------------------|
| 14 | Total Retail Square Feet (including storage) | <input type="text"/> |
| 15 | Average Transaction / square foot            | <input type="text"/> |
| 16 | Total Number of Retail Employees             | <input type="text"/> |

**MARINAS**

|    | Number Available            | Average Occupied     | Occupancy Rate |
|----|-----------------------------|----------------------|----------------|
| 17 | Covered Slips               | <input type="text"/> | 0%             |
| 18 | Uncovered Slips             | <input type="text"/> | 0%             |
| 19 | Rental Boats and Houseboats | <input type="text"/> | 0%             |
| 20 | Dry Storage Units           | <input type="text"/> | 0%             |
| 21 | Linear Feet of Wet Moorage  | <input type="text"/> |                |
| 22 | Number of Marina Employees  | <input type="text"/> |                |

**TRANSPORTATION / TOUR / GUIDE SERVICE**

|    | Annual Trips                       | Annual Riders        | Riders per Trip |
|----|------------------------------------|----------------------|-----------------|
| 23 | (Type of Trip/Tour)                | <input type="text"/> | 0               |
| 24 | (Type of Trip/Tour)                | <input type="text"/> | 0               |
| 25 | (Type of Trip/Tour)                | <input type="text"/> | 0               |
| 26 | (Type of Trip/Tour)                | <input type="text"/> | 0               |
| 27 | (Type of Trip/Tour)                | <input type="text"/> | 0               |
| 28 | Number of Transportation Employees | <input type="text"/> |                 |

**CAMPGROUNDS**

|    | Number Available               | Average Occupied     | Occupancy Rate |
|----|--------------------------------|----------------------|----------------|
| 29 | Campground Sites               | <input type="text"/> | 0%             |
| 30 | Number of Campground Employees | <input type="text"/> |                |

**Concessioner Info, Type of Entity**

Corporation

S Corporation

B Corporation

Limited Liability Company

Partnership

Sole Proprietorship

Other

**Concessioner Info, Proration**

Yes

No

**Concessioner Info, Proration Items**

Revenue

Expenses

Revenue and Expenses



**Concessioner Info, Proration Methods**

prorated based on percentage of sales incurred in the park

prorated based on time spent in the park

prorated based on miles traveled in the park