

## Business Plan Summary Sheet

Date

Respondent's Name Company's Name Principal Address City, State Zip

Re: Business Plan Summary for Concession Operations at Topsail Hill Preserve State Park SUP-BP #03-24

Please consider the below Business Plan Summary for Which [Insert Company's Name] would be willing to enter into a Concession Agreement with the Florida Department of Environmental Protection.

**Company Name:** [Insert name of person, corporation, or other entity] Please Identify how the Company's Operation is or will be organized by choosing from the follow list: sole proprietorship, Florida corporation, foreign corporation (out of state but registered in Florida), individual(s) d/b/a (insert fictitious name only if registered in Florida), or joint venture.

**Term:** [Insert proposed Agreement term years]; please see paragraph **A** of the Sample Agreement for details.

**Commencement Date:** [Insert proposed start date]

**Agreement End Date:** [Insert proposed end date]

**Commission Rate:** [Insert proposed commission rate (%)] of gross sales for all the concessionaire's operations within the Park; please see paragraph **F** of the Sample Agreement for details.

**Minimum Guarantee:** [Insert proposed dollar amount (\$)] in total annual commission payments to the Department which the Concessionaire is willing to pay regardless of gross sales. The normal calculation of this amount is 80% of the Concessionaire's projected commission payments to the Department.

**Services:** [Insert proposed services]

**Capital Improvements:** [Insert proposed capital improvement project(s), including scope, total cost and proposed timeline. Please do not include costs for capital outlay.]

**Facilities, Space, and Equipment:** [Insert proposed use of facilities, space and equipment at the Park]

**Monthly Share of Utilities:** Please indicate if you are willing to accept responsibility for the utilities outlined in Call for Business Plans Packet SUP-BP #03-24 If no, please explain.

**Security Deposit:** The Concessionaire shall post with the Department, upon execution of a concession agreement, a security in the amount of, [insert security amount (\$)]. Please see paragraph **E** of the Sample Agreement for details.

**Insurance:** List proposed insurance(s), type and amount, including, but not limited to: liability, automotive, workers compensation, and other, such as the liability for the operation of vessels, horseback riding, water sports, operation of other motorized vehicles, and diving and snorkeling. Please see paragraph **24** of the Sample Agreement for details.

**Industry Related Licenses, Certificates, and Memberships:** List and provide proof of any industry related licenses, certifications and/or memberships you possess, if applicable.

I, the Respondent, understand and agree that the goods and services the Concessionaire may offer as a result of this Call for Business Plan does not preclude the Department nor the Park's Citizen Support Organization from the selling of Florida State Park promotional merchandise; catering of the Park's Citizen Support Organization-sponsored special events; catering of Park-sponsored special events; or other similar services. I, the Respondent, agree to work with the Park's Citizen Support Organization, and if at any time, no mutually agreeable terms can be reached between I, the Respondent, and the Park's Citizen Support Organization, the Department's decision shall be final.

Sincerely, Respondent