

Special Request for Temporary Expanded Outdoor Dining– Permit Application

Submittal of a request for expanded outdoor dining does not constitute approval.

Please complete the application below and return to Village of Frankfort, 432 W. Nebraska, Frankfort, IL 60423, Attention: Adam Nielsen or email to outdoorseating@frankfortil.org

Name of Business: _____

Request for expanded dining on: Private Property Public Property

- ***Please submit a sketch and explain the area requested, table layout and show how the seating area will be separated from other public areas.***
- ***Please indicate whether food, alcohol or both will be served. If alcohol is served, show controlled, monitored entry and exit points and type of fencing that will be used.***

Business Contact: _____ Phone #: _____

Contact Email: _____

Special Request Requirements

- **Non-owner-occupied properties**: Written permission of property owner must be provided.
- **For downtown restaurants, require your employees to follow Frankfort's guidance for parking.** (No street parking or Breidert Green parking lot parking allowed by any restaurant employees.)
- **No Congregating – Patrons cannot congregate and wait outside seating area.** Employees shall advise customers who are waiting for a table to not gather near entrance. They should remain in vehicle or social distance in another area away from seating area and entrance/exit. (customers can leave cell number for server to call when table is ready, or a reservation system should be implemented)
- **Restricted Dining Area –** Outdoor seating area cannot exceed width of business frontage or exceed total seating capacity of existing restaurant. Barrier must be placed to protect seating area from vehicular traffic.
- **Fencing** – Business shall install a perimeter that clearly separates the dining area from other areas.
- **No shared areas.** Each business is responsible for its own area. There will be no shared areas between businesses
- **Hours of Operation** – TBD
- **No outside entertainment** – Live, streamed or other entertainment is prohibited.
- **Lighting** – If operating after dark, must provide sufficient lighting to illuminate area, including curbs and potential trip hazards.
- **Alcohol** – Alcohol may only be provided by current liquor license holders.
 - No one can be served alcohol until they have been seated at a table. (No alcohol while waiting for a table and no consumption outside of designed seating area).
 - Seating area must immediately adjoin the indoor restaurant space. Any area intended for liquor service must be enclosed with a barrier/fence that creates a monitored entry/exit point.
 - If to-go containers will be used for beverages, plan must specify different containers for alcoholic and non-alcoholic beverages.
 - Signage must be posted to state "Alcohol prohibited beyond this point."

(over)

Special Request Requirements (Continued)

- **Equipment Storage** – All table, chairs and serving equipment must be properly secured and stored at the end of operations each day or in the event of inclement weather. Tables and chairs may be able to be stored where they are in protected settings, but in temporary wide-open settings they will need to be removed each day.
- **Maintenance** – Business owner shall perform all repairs and maintenance on requested public property and shall maintain the same in good, clean, safe condition and working order. All seating/dining areas shall be cleaned throughout the day and at the close of business.
- **Restrooms** – must be provided and should be scheduled for regular cleanings. Proper signage for social distancing and handwashing supplies must be provided. Access to the indoor space must be monitored.
- **Use of best practices of DCEO guidelines** <https://dceocovid19resources.com/assets/Restore-Illinois/businessguidelines3/restaurantbars.pdf>
- **Insurance:** The Village of Frankfort requires submission of a Certificate of Insurance prior to use to include the following minimum limits of insurance coverage:
 - ✓ **\$1,000,000 coverage per occurrence**
 - ✓ **\$2,000,000 aggregate coverage for general liability**

The Village of Frankfort must be named as primary, non-contributory additional insured.

- **Charges:** If excess law enforcement or public works labor or equipment is required to service the public property as a result of outdoor seating use, the business is responsible to reimburse the Village of Frankfort as invoiced at a rate of \$70 per hour.
- **Signage:** No additional commercial signage will be displayed, such as on tents, table umbrellas, or otherwise.
- **Tents:** usage must comply with all normal and customary safety requirements.
- **Outdoor Dining Temporary Permit will only be valid during the State of Illinois Phase 3 of the “Restore Illinois” plan. Changes to the state plan may result in changes to this permit.**

By signing below, the applicant agrees to abide by all enumerated conditions.

The applicant agrees the Village of Frankfort reserves the right to modify or rescind in whole or in part any privileges for the use of temporary outdoor seating without notice, if deemed necessary for the good and welfare of the general public.

A letter of indemnification must be signed by Business Owner/Responsible Party. (see attached exhibit A).

The applicant agrees to take reasonable precautions to avoid damage to property, injury to people, and illegal activities. Applicant agrees that he or she is responsible for all risks associated with operating the temporary outdoor seating area.

Applicant acknowledges, if the Village President or designee order the area closed as deemed necessary for public safety and order, applicant agrees to assist in immediately clearing the space.

The applicant shall comply with all applicable Federal laws, State of Illinois laws and Executive orders, including Illinois state guidance for restaurants, Village ordinances, codes, conditions, and requirements.

Signature of Owner/Responsible Party

Date Submitted

FOR VILLAGE USE ONLY: (Additional Notes/Requirements May Be Attached)

- | | |
|--|---|
| <input type="checkbox"/> Application Complete | <input type="checkbox"/> Layout Approved |
| <input type="checkbox"/> Insurance Received/Approved | <input type="checkbox"/> Approval for Public Property Use |

Date Received

Date Approved/By

Request denied: