



VILLAGE OF GLENCOE

FORMS & APPLICATIONS

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www.villageofglencoe.org

Application for Outdoor Seating Permit

This is a fillable PDF form. You may complete the form electronically and e-mail a saved copy to info@villageofglencoe.org or print and mail, fax or deliver the form to the department listed at the end of this form.

Section A: General Information, Insurance and Layout

The undersigned hereby is applying for the issuance of a Village of Glencoe permit allowing the use of public property pursuant to Article VI of Chapter 5 of the Glencoe Village Code (a "Permit") to the operators of businesses in the B-1 and B-2 Zoning Districts to establish a temporary outdoor seating area, which will be valid April 1 through November 30.

Business Name: _____

Business Address: _____

Applicant Name (owner/manager): _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Cell Number: _____

E-mail Address: _____

Insurance Requirement: If seating area is located on a public sidewalk (not private property), the business must provide a Certificate of Insurance, naming the Village of Glencoe as additional insured. The Certificate of Insurance must have a minimum of \$1 million combined single limit per occurrence for bodily injury and property damage; and \$1 million in liquor liability coverage, if the business serves alcohol. If applicable, please attach the Certificate of Insurance to this application.

Layout of Outdoor Seating Area: Use box below or attach additional page to provide a diagram of proposed set-up. Please include the measurements of complete seating area including the total number of chairs, tables, awnings, etc.

Section B: Operating Procedures

- Outdoor seating areas are permitted in the B-1 Central Business District and B-2 Neighborhood Business District (Hubbard Woods area).
- Outdoor Seating Permits are valid from **April 1 to November 30** each calendar year.
- A complete application must be submitted to the Village Manager's Office for review before permit is issued
- Businesses must have a valid Village of Glencoe Business License in order to receive an Outdoor Seating Permit.
- Applicants must submit drawings of proposed area for outdoor seating including measurements of the proposed area, total number of tables, chairs, awnings and trash receptacles. The drawings should also identify the approximate measurements between the seating area and the street.
- A minimum of **five (5) feet of pedestrian access is required** between any seating and the street or other obstructions including trees, signs, and garbage cans.
- A final inspection by the Village may be required before a permit is issued.
- Liquor may only be served in the designated area by a business with a valid liquor license.
- The Outdoor Seating Permit must be posted alongside the licensee's Business License.
- Outdoor seating areas **must be kept clean and free of trash and debris**, if a Village-maintained garbage can on the street is full please contact Public Works (847-835-4134) to have it emptied.
- Licensee is responsible for the maintenance and upkeep of area used for outdoor seating including the replacement or repair of damaged public property.
- Fencing around the outdoor seating area is prohibited on public property.
- If fencing is permitted on private property, a sign stating "No Alcohol Allowed Beyond This Point" must be posted at the exit to the fenced in area.

Section C: Hold Harmless Agreement:

The applying business shall sign the following Hold Harmless Agreement with the Village of Glencoe holding the Village harmless of any claim that may arise from their use of designated public property, or equipment in conjunction with this permitted use. I certify that I represent the applying business which will establish a seasonal outdoor seating area. I further certify that the business will perform in accordance with the directions and specifications of the Village of Glencoe, and that, to the fullest extent permitted by law, the business agrees to defend, indemnify and hold harmless the municipality, its officials, agents and employees against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses, which may in anyway accrue against the municipality, its officials, agents and employees, arising in whole or in part of the operation of the business or its employees, or which may in anyway result therefore, except that arising out of the sole legal cause of the municipality, its agents or employees, the business shall, at its own expense, appear, defend and pay all charges of attorneys and other expenses arising therefore or incurred in connections with, and, if any judgment shall be rendered against the municipality, its officials, agents and employees, in any such action, the business shall, at its own expense, satisfy and discharge the same.

Section D: Acknowledgement and Signature of Operating Procedures and Hold Harmless Agreement

Signature: _____ Date: _____

Please, e-mail, mail, fax or deliver this form with any supporting material to:

Village Manager's Office
Village of Glencoe
675 Village Court
Glencoe, Illinois 60022

Phone: (847) 835-4114 | Fax: (847) 835-1785 | E-mail: info@villageofglencoe.org