



VILLAGE OF GLENCOE

FORMS & APPLICATIONS

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www.villageofglencoe.org

Application for Temporary Restaurant Carryout Parking Spaces

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/deliver the form to the department listed at the end of this form.

Section A: General Information

The undersigned hereby is applying for use of public parking space(s) for restaurant carryout parking during designated hours in the B-1 Business District.

Business Name: _____

Business Address: _____

Applicant Name (owner/manager): _____

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

Phone Number: _____ Cell Number: _____

E-mail Address: _____

Number of Spaces Requested (Maximum 3): _____

Hours of Use Requested (Check all that apply): Breakfast Pickup (7 a.m. – 10 a.m.)
 Lunch Pickup (10 a.m. – 4 p.m.)
 Dinner Pickup (4 p.m. – 9 p.m.)

Please explain the basis for the number of spaces that you are requesting (such as carryout volume or other business metrics):

Section B: Operational Procedures

- Restaurants in the B-1 Business District may apply for temporary carryout parking spaces.
- Restaurants applying for use of public parking spaces for carryout parking must complete this application and include all required documents. Incomplete applications will not be considered.
- Staff will review applications and work with the applicant to identify specific spaces that may be approved for use.
- If approved, the restaurant is responsible for ensuring that carryout parking spaces are used only during the approved hours and in the approved location(s). Failure to do so will result in revocation of the carryout parking space(s).
- Signage will be provided by the Village. Only signage provided by the Village will be allowed.
- Only carryout parking spaces approved by the Village may be used.
- If approved, the restaurant must pay the monthly fee (to be invoiced in six-month increments) for use of the designated parking space(s). The monthly fee structure as of May 1, 2022 is:

Number of Spaces	Breakfast Pickup Only (7 a.m.-10 a.m.)	Lunch Pickup Only (10 a.m. – 4 p.m.)	Dinner Pickup Only (4 p.m.-9 p.m.)
1	\$0 for the first space	\$0 for the first space	\$0 for the first space
2-3	\$25 per space for the second and third spaces	\$75 per space for the second and third spaces	\$25 per space for the second and third spaces

Section C: Application Procedures and Requirements

- **Applicants must submit a map that includes the requested parking space(s).**
- **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.

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

Signature: _____ Date: _____

Required Documents Checklist

- **Application form**
- **Map indicating requested parking spaces**

Please e-mail 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