



City of West Chicago

Seating in Public Right-of-Way License Agreement Application

Office Use Only
Date Received: ____/____/____
<input type="checkbox"/> Approved <input type="checkbox"/> Denied
By: _____
Date: ____/____/____

Applicant Information

(Applicant Name)

(Mailing Address)

(Email Address)

(Phone Number)

(Emergency Phone Number)

Business Information

(Business Name)

(Business Address)

Are alcoholic beverages proposed to be served or consumed within the Licensed Area? ___ Yes ___ No

****No alcohol may be served or consumed within the Licensed Area unless a Class L Liquor License has been issued by the City of West Chicago. A Class L Liquor License allows alcohol to be served and consumed in the Licensed Area but in no event shall alcohol be served or consumed elsewhere on the public sidewalk.****

Property Owner Information (If Different from Applicant)

(Property Owner Name)

(Mailing Address)

(Email Address)

(Phone Number)

(Emergency Phone Number)

I certify that all the information provided above and the information contained in any documents submitted herewith is true and accurate. I consent to the entry in or upon the property described in this application by any authorized official of the City of West Chicago for the purposes of inspection or review of the site to provide information for the formal determination of the license agreement.

(Signature of Applicant)

(Date)

(Signature of Property Owner)

(Date)



City of West Chicago

Seating in Public Right-of-Way Requirements and Regulations

PLEASE READ

I. Application Requirements

The following items must be submitted with the License Agreement Application:

- An application fee in the amount of \$50.
- A dimensioned site plan indicating the number and location of the tables and chairs on the sidewalk in the public right-of-way. The plan should also indicate the width of the sidewalk that will be maintained free from any obstructions.
- A signed original of the attached License Agreement. The License Agreement shall not be modified in any way.
- A Certificate of Liability Insurance demonstrating comprehensive general liability insurance of \$1 million for each occurrence and a general aggregate limit for professional liability insurance no less than \$2 million. Licensor, its officials, agents, employees, volunteers, and independent contractors shall be named as additionally insured. The additional insured must be covered with respect to liability arising out of any bodily injury, death of any person, or property damage resulting from the use of the public right-of-way for the Licensed Area. No endorsements or additional forms shall modify or limit coverage provided to additional insured. Coverage provided to additional insured shall be primary as it relates to use of the public right-of-way for the seating area.
- If alcohol is to be served within the licensed area on the public sidewalk, a Class L Liquor License shall be obtained from the City of West Chicago prior to the sale or consumption of any alcoholic beverages within the licensed area on the public sidewalk.

II. Regulations

- Outside seating on the public sidewalk is only permitted between May 1st and October 31st and only after approval has been granted by the City of West Chicago. All outside seating must be removed by November 1st.
- The outside seating area shall not obstruct pedestrian traffic. A minimum clearance of 3-feet in width must be maintained at all times for all pedestrian traffic.
- All trash originating in the seating area must be disposed of within the building. No litter may occur within the public right-of-way as a result of the outdoor seating.
- The following activities are prohibited within the outdoor seating area:
 - Food or drink preparation
 - Storage of dishes, utensils, menus, or other similar items
 - Host/hostess station
 - Service or consumption of alcohol unless a Class L Liquor License has been issued by the City
 - Video gaming devices
 - Speakers or other outdoor amplification, including live entertainment, outside of the building
 - Signage, balloons, streamers, pennants, spinners, or any other object with the sole purpose of attracting vehicles or pedestrians