



# Village of Round Lake Community Development

442 North Cedar Lake Road, Round Lake, IL 60073  
847-546-5400 Fax 847-546-1872  
www.eroundlake.com

## APPLYING FOR AN OUTDOOR SEATING/ SIDEWALK CAFÉ LICENSE

### SUBMITTAL

All items are required at time of application submittal. Incomplete applications will not be accepted.

- Completed Application
- Site Plan

### SITE PLAN DETAIL

Site plan (can be drawn by hand) must include the following (where applicable):

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Setbacks                       | Locations of:                                      |   |
| <input type="checkbox"/> Dimensions of outdoor space    | <input type="checkbox"/> Seating Areas             | <input type="checkbox"/> Lighting           |
| <input type="checkbox"/> Dimensions of all furniture    | <input type="checkbox"/> Tables, Chairs, Umbrellas | <input type="checkbox"/> Fire Extinguishers |
| <input type="checkbox"/> Distance between all furniture | <input type="checkbox"/> Other Furniture           | <input type="checkbox"/> Canopies           |
|   | <input type="checkbox"/> Emergency Exit Lights     | <input type="checkbox"/> All Entrances      |
|   | <input type="checkbox"/> Trash Receptacles         | <input type="checkbox"/> Barriers or Fences |

- Photographs of existing lighting and proposed trash receptacles
- Photographs or catalog cut sheets of all tables, chairs, receptacles, umbrellas and any other furniture

### Where serving liquor, the following are also required:

- Plans for a three-foot high barrier around the seating area.

### Where located on a public sidewalk, the following are also required:

- A certificate of general liability insurance, worker's compensation insurance and dram shop insurance (if applicable) that:
  - a. Names the village as an additional insured on its face; and
  - b. Is in an amount of at least one million dollars (\$1,000,000.00) per occurrence and five hundred thousand dollars (\$500,000.00) per person
- Hold Harmless Agreement

### PERMITS

Additional permits may be required for new lighting, fencing, awnings, canopies, pergolas or roofs.

### FEES

For first time applications, \$100.00, for annual renewal, \$50.00.

Where liquor is served, fee includes SL-3 Supplemental Liquor License. For first time applications, \$200.00, for annual renewal, \$150.00.

### INSPECTION

Inspection is required upon initial set up of outdoor seating area/ sidewalk café. Following initial setup, annual inspection will be conducted.



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## OUTDOOR SEATING/ SIDEWALK CAFE APPLICATION

### BUSINESS INFORMATION

NAME:

ADDRESS:

PHONE:

EMAIL ADDRESS:

### APPLICANT INFORMATION

NAME:

ADDRESS:

CITY:

STATE:

ZIP:

PHONE:

EMAIL ADDRESS:

### DESCRIPTION OF SEATING AREA

DIMENSIONS OF SEATING AREA:

SURFACE AREA MATERIAL:

DESCRIBE THE METHOD FOR MAINTAINING THE AREA. IF THE PLAN PROVIDES FOR CUSTOMERS TO CLEAN-UP AFTER THEMSELVES, THEN A SPECIFIED PERIODIC CLEANING SCHEDULE BY EMPLOYEES MUST ALSO BE PROVIDED.

DESCRIBE WHERE TABLES, SEATING, UMBRELLAS OR SIMILAR FURNITURE WILL OR FACILITIES WILL BE STORED DURING TIMES OF THE YEAR WHEN THE OUTDOOR AREA MAY NOT BE IN USE:

### ACKNOWLEDGEMENTS

OPERATION SHALL NOT BE PERMITTED BETWEEN THE HOURS OF 10PM AND 6AM.

INITIAL:

SMOKING SHALL NOT BE PERMITTED WITHIN THE OUTDOOR SEATING AREA.

INITIAL:

I UNDERSTAND THE ISSUANCE OF THIS LICENSE IS CONDITIONAL UPON COMPLIANCE WITH ALL VILLAGE CODES AND ORDINANCES, STATE AND FEDERAL LAW, AND THE RESULTS OF ANY INSPECTIONS REQUIRED BY ORDINANCE AT THIS TIME AND ANY FURTHER INSPECTIONS WHILE THIS LICENSE IS IN FORCE. I HAVE READ THIS APPLICATION AND ANSWERED ALL QUESTIONS FULLY. THE INFORMATION I HAVE SUBMITTED IN THIS APPLICATION IS COMPLETE AND TRUTHFUL TO THE BEST OF MY KNOWLEDGE.

*SIGNATURE OF APPLICANT*

*DATE*

FOR OFFICE USE		
NEW LICENSE	\$100.00	\$ _____
ANNUAL RENEWAL LICENSE	\$ 50.00	\$ _____
SUPPLEMENTAL LIQUOR LICENSE	\$100.00	\$ _____
	<b>GRAND TOTAL</b>	<b>\$ _____</b>
<i>BUILDING OFFICIAL SIGNATURE</i>		<i>DATE</i>

**VILLAGE OF ROUND LAKE**

**WAIVER AND AGREEMENT TO INDEMNIFY**

KNOW ALL PERSONS BY THESE PRESENTS:

The Undersigned, \_\_\_\_\_ for and in return for sufficient, good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, does hereby waive, release and forever discharge the Village of Round Lake, their agents, servants, employees, successors and assigns, and their respective heirs, personal representatives, affiliates, successors and assigns, and any and all persons, firms or corporations liable or who might be claimed to be liable, whether or not named, none of whom admit any liability to the undersigned, but all expressly denying liability, from any and all actions, causes of actions, lawsuits, claims and demands which the Undersigned now has or may hereafter have, arising out of or in any way relating to any and all injuries and damages of any and every kind, to both person and property, and also any and all injuries and damages that may develop in the future, as a result of or in any way relating to the outdoor seating/patio located at \_\_\_\_\_.

The undersigned further agrees to indemnify the Village of Round Lake, its officers, agents, servants, and employees from any and all lawsuits, claims, demands, liabilities and expenses, including costs and attorney's fees, for on account of any injury to person or property which may arise or may alleged to have arisen out or in connection with the outdoor seating/patio located at \_\_\_\_\_, Round Lake, Illinois.

Further, the undersigned agrees to give written notification to the Village Clerk of the of the Village of Round Lake at least Thirty (30) days prior to the transfer of the property upon the aforementioned outdoor seating/patio is or is to be located. The undersigned acknowledges that indemnification will cease only upon proper written notification to the Village of Round Lake.

I (We) have fully read and considered all of the terms and statements contained in this release before execution.

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Position: \_\_\_\_\_