



CITY OF GLEN COVE
Building Department
9 Glen Street, Glen Cove, NY 11542

APPLICATION FOR
TEMPORARY SIDEWALK . OUTDOOR CAFÉ LICENSE

In order to process your request, please submit the applicable items listed below and include this checklist with your submittal.
Missing information may deem your application incomplete for review.

Please contact the Building Department Staff at 516-676-4448 if you have any questions.

Date of Application: _____

Restaurant / Café Name: _____

Restaurant / Café Address: _____

Licensee Name: _____

Owner Name: _____

Telephone Number: _____

If you wish to sell alcohol under this temporary application, you must have a valid NYS liquor license that permits the serving of alcohol at the establishment listed above.

Will you be serving alcohol in this location?

YES **NO**

Liquor License No. (*if applicable*) _____

Expiration Date of License _____

This application is subject to the review and approval of the Director of the Building Department. This application must be accompanied by a sketch indicating the number and placement of seating as well as any proposed perimeter enclosure.

An Insurance Certificate naming the City of Glen Cove as an additional named insured in the amount not less than \$500,000 per person, \$1,000,000 per incident and \$250,000 in property damage to be attached to the application.

Application Checklist – Submittal Requirements

A completed application form and *seating sketch*

Building Owner Approval Letter granting permission for seasonal sidewalk seating

Liquor License Number (*if applicable*)

Certificate of Insurance listing the City of Glen Cove as an additional insured in the amounts indicated above

Indemnification Agreement (*attached*)

I hereby acknowledge receipt and understanding of the City of Glen Cove Sidewalk / Outdoor Café License requirements and agree to abide by such rules and regulations.

(Property Owner signature)

Date _____

(Business Owner Name) *if different from Property Owner*

STATE OF NEW YORK }
COUNTY OF NASSAU }

_____ being duly sworn, deposes and says: that the deponent is the proposed licensee in the above application; that the deponent has read the foregoing application and attached documentation and knows the content thereof; and that the same is true to deponent's own knowledge.

Sworn to me this _____ day of _____, 20 _____.

(Signature of Property Owner)

(Notary Public)

STATE OF NEW YORK }
COUNTY OF NASSAU }

_____ being duly sworn, deposes and says: that the deponent is the owner referenced in the above application; that the deponent acknowledges that the proposed licensee has made application to the City of Glen Cove for a temporary convenience seating license; and that the deponent grants the proposed licensee permission to provide temporary convenience seating at the location referenced in the application, pursuant to the terms and conditions contained in any license granted hereunder.

Sworn to me this _____ day of _____, 20 _____.

(Signature of Licensee)

Return to:
Office of the City Clerk
City of Glen Cove
9 Glen Street
Glen Cove, New York 11542

CITY OF GLEN COVE
Building Department
9 Glen Street, Glen Cove, NY 11542

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

Ladies / Gentlemen:

The undersigned,

(PLEASE PRINT THE NAME OF THE OWNER OR AGENT)

For valuable consideration and in connection with the issuance of a Sidewalk / Outdoor café License by the City of Glen Cove, New York (the "City")

To _____
(PLEASE PRINT THE NAME OF THE BUSINESS)

At the following address: _____,
(PLEASE PRINT)

Glen Cove, New York 11542 (the "Outdoor Café"), the receipt and sufficiency of which are hereby acknowledged, agrees to defend, indemnify and hold harmless the City, its employees, officers, agents and insurers (individually an "Indemnitee") from any and all damages, claims, costs and expenses (including without limitation reasonable legal fees) arising from the issuance of the license and the operation of the Outdoor Café. This shall apply to claims of whatever kind or nature, whether real or imagined and to all expenses, judgments or settlements arising out of such claims.

Dated as of this _____ day of _____, 20_____.

(Signature)

BY:

Name: _____
(PLEASE PRINT)

Title: _____
(PLEASE PRINT)

CITY OF GLEN COVE
Building Department
9 Glen Street, Glen Cove, NY 11542

SIDEWALK / OUTDOOR CAFÉ LICENSE

DATE: _____

EXPIRATION DATE: _____

LICENSEE: _____

ADDRESS: _____

YOU ARE HEREBY LICENSED TO OFFER TEMPORARY SIDEWALK / OUTDOOR CAFE SEATING, SUBJECT TO ALL THE TERMS AND CONDITIONS CONTAINED HEREIN AND CHAPTER 200 OF THE CITY CODE OF THE CITY OF GLEN COVE, A COPY OF WHICH HAS BEEN PROVIDED TO YOU.

REQUIREMENTS

1. No more than three (3) tables, each no greater than 30 inches in width or diameter and only six (6) seats shall be permitted; If more tables are requested, a complete floor plan layout of the requested seating arrangement to be submitted and review on site by the Building Department. In no event shall the operation of the Outdoor Café interfere with the passage of pedestrian or vehicular traffic, or reduce the open portion of the public sidewalk to less than five (5) feet, clear of all obstructions, measured from edge of the sidewalk closest to the curb, lamppost or parking meter.
2. All tables, chairs and other equipment shall be constructed and set up in such a manner as to be easily removed during the off season or any other time required by the City of Glen Cove. Seating and tables shall be removed from the sidewalks each night immediately at 11 p.m. or close of business, whichever sooner, whether on private property or not. In no cases shall tables and chairs be placed outside before the start of business.
3. The sale and consumption of alcoholic beverages in the Sidewalk / Outdoor Café shall be restricted by the liquor license governing the restaurant.
4. The Sidewalk / Outdoor Café shall not be detrimental to the health, safety, morals or general welfare of persons residing or working in the vicinity.
5. A Sidewalk / Outdoor Café may only be open between the hours of 8:00 a.m. and 11:00 p.m. on any day.
6. Seating and tables shall only be permitted immediately adjacent to a store front and shall not occupy more than 40 square feet along any store front sidewalk or walkway whether or not on private property.
7. A Sidewalk / Outdoor Café must be located on an impervious surface.
8. No food may be stored, cooked or otherwise prepared in the Sidewalk / Outdoor Café
9. No soiled food service equipment, utensils or tableware may be kept in the Sidewalk / Outdoor Café.
10. No alcoholic beverages shall be prepared in the Sidewalk / Outdoor Café.
11. No music or entertainment shall be permitted in the Sidewalk / Outdoor Café.
12. No seating is permitted in any parking space or parking lot required as off street parking unless duly approved by the Planning Board

13. The Sidewalk / Outdoor Café shall not obstruct any fire exit, fire escape or other required means of ingress or egress. In no event shall the operation of, or placement of equipment or furnishings for, Sidewalk / Outdoor Café, obstruct access to any taxi stand, bus stop, crosswalk, mailbox, curb cut, parking space or any other public property. The furnishings shall not obstruct access to any fire hydrant, fire escape or fire door or obstruct a clear view of any traffic signal, regulatory sign or street sign. Whether the placement of equipment or furnishings obstructs access to any of the aforementioned shall be the sole determination of the Director of the Building Department or his designee.
14. Seating areas must be maintained clean and free of refuse during hours of operation. No refuse containers may be maintained outdoors.
15. Licensee shall comply with all provisions of the Nassau County Health Ordinance.
16. This license is not transferable
17. This license shall be prominently displayed in a window facing a City street.
18. Outdoor furnishing materials and finishes shall be durable, smooth and easily cleanable and shall be kept in sound condition and good repair. Outdoor furnishings shall be specified and designed to withstand a wind pressure of not less than thirty (30) pounds per square foot so that furnishings will not be moved by the wind.

**VIOLATION OF THE TERMS OF THIS LICENSE WILL SUBJECT THE LICENSEE TO SUSPENSION OR
REVOCATION OR POSSIBLE PROSECUTION**

APPROVED:
OFFICE OF THE CITY CLERK

APPROVED:
DIRECTOR – BUILDING DEPARTMENT

BY: _____
(Signature)

BY: _____
(Signature)