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Office of the
SELECT BOARD
ABBOT HALL
188 Washington Street
MARBLEHEAD, MASSACHUSETTS 01945

Thatcher W. Kezer III
Town Administrator

APPLICATION FOR TEMPORARY OUTDOOR DINING

REQUIRED DOCUMENTS

- I. **Basic Information** – fill out the attached form and include it with your submittal.
- II. **Letter of Permission**, if applicable – If requesting use of a parking lot that is not owned by the restaurant, submit a letter of permission from the owner of the parking lot indicating permission to use it for outdoor dining.
- III. **Letter(s) of Acknowledgement**, if applicable – If other businesses and/or residents share the use of the parking lot, submit letter(s) of acknowledgement of this plan from all other users.
- IV. **Drawings** – submit a drawing of proposed set up of outdoor tables/chairs. Please be advised that Restaurants must remain compliant with all ADA, fire, building and zoning codes and all tables and chairs shall allow for the required 36 inches of sidewalk space for handicapped accessibility requirements.

1. Business name: _____
2. Business address: _____
3. Business phone number: _____
4. Owner/manager: _____
5. Owner/manager email address: _____
6. 24-hour contact number name/#: _____
(In case of issues outside of normal business hours):
7. Business hours of operation: _____
8. If seeking to use a parking lot who owns the lot? _____

Owner Name /Address: _____

***If the business owner is not the owner of the parking lot, submit a letter from the owner authorizing the use of the lot by the restaurant.**

9. How many OTHER businesses share the parking lot besides the restaurant? _____
of Users

If the restaurant is not the only user of the parking lot, the other users of the lot must indicate their knowledge and support of the use of the lot for outdoor dining by submitting signed acknowledgement of the restaurant's plans.

10. How many tables and chairs would you like to put in the outdoor dining area? _____
of Tables/ # of Chairs

11. Will you be serving alcohol in the outdoor dining area? ☐ YES ☐ NO

I have read the Outdoor Dining Policies of the Town of Marblehead and agree to the Terms and Conditions put forth.

Signature of Owner/Manager

Print Name

Date

Submit your completed application to the office of the Select Board, Abbot Hall, 188 Washington Street, or email wileyk@marblehead.org along with a current Certificate of Liability and Liquor Liability Insurance, naming the Town of Marblehead as additionally insured to operate on the public way at the address of the business.

The Select Board will review and vote on all applications for Temporary Outdoor Dining at a posted public meeting of the Board.

For office use:

Police _____ Date _____

Fire: _____ Date _____

Building _____ Date _____

DPW _____ Date: _____

BOH _____ Date: _____

COMMENTS: _____

Town Administrator _____ Date _____

COI _____

License Agreement _____

Fees _____