

**TOWN OF CONCORD
SEASONAL OUTDOOR RESTAURANT SEATING
APPLICATION**

The undersigned hereby applies for the addition of seasonal outdoor restaurant seating in accordance with the Town's policies and regulations.

Name of Applicant: _____

Name of Business: _____

Business d/b/a: _____

Address: _____

Business Phone: _____ **Cell Phone:** _____

of Outdoor Seats Requested: _____

Email Address: _____

Applicant Signature: _____

APPROVAL: Prior to the addition of seasonal outdoor restaurant seating, the applicant must receive final approval from the Select Board. Please return your completed application to the following address:

Town of Concord
ATTN: Office of the Select Board
P.O. Box 535
Concord, MA 01742

REQUIRED MATERIALS

Applications will not be accepted without each of the following items. Please include this completed checklist with your application.

- A completed copy of the outdoor seating application.
- A written description of what the restaurant is proposing for outside seating, operating hours, serving alcohol, and any entertainment.
- A floor plan showing the existing inside seating and the number of seats.
- A plan for the proposed outdoor seating showing the location, spacing and number of seats, tables, umbrellas, tents, barriers, planters, and adjacent features. A drawing of the proposed seating to scale (such as ¼-inch equals 1-foot). Staff will evaluate the plan for pedestrian accessibility, access for fire and emergency response and sight lines for pedestrians and vehicles. Use of parking lots will show the impact on existing parking spaces and that proper circulation is retained.
- Plan to address cleaning of high touch areas and surfaces.
- Describe plan to clean public spaces occupied and remove trash.
- Any new signage being proposed. Additional signage must comply with [existing zoning regulations](#). Signs in the right-of-way must be limited to menu boards. Advertising of products and services other than those provided by the establishment are prohibited in the public space occupied.
- Written authorization from the owner of the property approving the applicants plan for outdoor restaurant dining.
- A proposed traffic flow plan, and any safety barriers that would be put in place (If requesting use of the public right of way or parking lots).
- Insurance/bond certificate (if using public land).
- A signed Hold Harmless Agreement (on page 4).

Additional Resources

[Alcoholic Beverages Control Commission Guidelines for Extension of Premises to Patio and Outdoor Areas](#)

TOWN OF CONCORD
Hold Harmless Agreement
For Seasonal Outdoor Restaurant Seating

In consideration of being issued a permit for the use of the public right-of-way (hereinafter referred to as the "property" for an outdoor restaurant, the undersigned applicant (hereinafter referred to as the "permittee") agrees to indemnify, defend, save, and hold harmless the Town of Concord (hereinafter referred to as the, "Town") its officers and employees, from any and all claims, lawsuits, damages, and cause of action, which may arise out of the permittee's activity on the outdoor premises, and for any loss or damage arising out of the use, or the discontinuance of any use.

The undersigned agrees and understands that the use of the property is temporary for the season (April 1 through October 31 unless otherwise extended by the Select Board); that the undersigned does not acquire any right, title, or interest in such property, that the undersigned may be required by the Town at any time to vacate all or any part of the property that the undersigned has been given permission to use; that upon demand to vacate such property, the undersigned agrees to properly remove any personal property placed thereon by the undersigned and to return the property to the same condition that it was in prior to commencement of such use or to reimburse the Town for the cost of removing such property and restoring the property to its prior condition and that the undersigned has no recourse against either the Town or its officers, employees or agents, either for any loss or damage occasioned by his or her being required to vacate all or any part of the property which the undersigned has been granted permission to use.

The undersigned further agrees at all times hereafter to comply with all municipal ordinances, rules, and regulations of the Town of Concord, Massachusetts.

Name of Business:

Signature of Permittee:

Printed Name of Permittee:

Date:

TOWN STAFF USE ONLY

**Deputy Town
Manager:** _____

Recommend
Approval:

Recommend
Additional Town
Staff Review:

Remarks: _____

**Building
Commissioner:** _____

Approved:

Disapproved:

Number of Approved Seats _____

Remarks: _____

Public Health Director: _____

Approved:

Disapproved:

Remarks: _____

**CPW – Asst Town
Engineer:** _____

Approved:

Disapproved:

Remarks: _____

CPW – Highway: _____

Approved:

Disapproved:

Remarks: _____

Police Chief: _____

Approved:

Disapproved:

Remarks: _____

Fire Chief: _____

Approved:

Disapproved:

Remarks: _____

Planning:

Approved: Disapproved:

Remarks:
