



## 2021 TEMPORARY OUTDOOR SEATING FOR RESTAURANTS AND BARS

### Rules for Operating on Public Streets

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Restaurants and bars possessing a Temporary Outdoor Seating Permit from the City of Galena are permitted to position tables and chairs on the street near their establishment for outdoor eating and drinking subject to the following rules:

1. The Temporary Outdoor Seating Permit is available for full-service restaurants, limited-service restaurants, taverns, clubs, and other food services and drinking places licensed to serve prepared food, beverages, and liquor for consumption by the Jo Daviess Health Department and State Liquor Control Board, if applicable.
2. Each permitted establishment will be allocated Main Street parking spaces for outdoor seating for eating and drinking as close to their business as possible. The City will assign the outdoor seating space for each establishment. Every effort will be made to assign space as close to the establishment as possible, but the space may be on the opposite side of the street where space is limited.
3. Establishments may occupy their outdoor space beginning May 1, 2021. Serving in the outdoor space may continue through October 24, 2021. All items must be removed from the outdoor space by October 26, 2021 at 3:00 p.m. The City reserves the right to change the end date of the program if the State of Illinois reaches [Phase 5 "Illinois Restored" of the Restore Illinois plan](#).
4. Permits are only available for establishments operating outdoor service at least five days during each seven-day week.
5. All outdoor seating areas may extend from the curb to the edge of the parking spaces but shall not impede on lane of travel (the normal lane of travel can be used by pedestrians but must be free of obstructions to allow access by emergency vehicles). **There will be no exceptions to this rule.**
6. No seating or obstructions are permitted on the sidewalk.
7. Consumption of alcohol is permitted in the outdoor seating area associated with the establishment that sold the alcohol.
8. Tables and chairs must be provided by each establishment. Tables must be spaced at least six feet apart and may not seat more than a party of six (this rule may be modified to comply with orders from the State of Illinois). Tables and chairs must be functional, well-maintained, and matching in style and color. Flimsy, breakable plastics and unfinished lumber are prohibited. All furniture must be designed for outdoor use and of a quality to create an appealing environment appropriate for the historic district.
9. Shade umbrellas, planters, and temporary lighting are permitted. Electrical connections for lighting must be approved by the Electrical Inspector. Umbrellas should be suitable for outdoor use. Canvas is preferred. Umbrella colors are the owner's choice and should be compatible with the outdoor furniture. Lettering on umbrellas is discouraged. All shade umbrellas, planters and temporary lighting must be of a quality to create an appealing environment appropriate for the historic district. Umbrellas must be lowered/retracted when the outdoor seating area is closed.

10. No tents or pop up shade structures.
11. To prevent trip hazards, rugs, carpets or other temporary flooring are not permitted.
12. One portable sandwich board sign may be displayed per establishment to identify the business. A sign may also be displayed on each interior side of the outdoor seating area. A menu board may also be displayed. Signs that move or create the illusion of movement are not allowed.
13. Tables, chairs, umbrellas, and signs may remain on the street during the duration of the street closure.
14. All cooking must be conducted inside the establishment. No bartending or buffets outside.
15. Trash and recyclables generated by the business are the responsibility of the establishment. Collection bins must be emptied not later than the end of each day.
16. Establishments located on a street that is closed should set their trash and recyclables out for collection behind their business where possible, at the end of their block, or at any other area designated by the City as a collection zone.
17. Each establishment is responsible for regularly cleaning the street surface that they occupy and the adjacent sidewalk.
18. No live music, movies, or broadcast sports. Low volume music played through speakers is permitted provided it is not disruptive to other outdoor establishments.
19. No outdoor games, such as bags or ring toss.
20. No standing areas allowed that would promote congregating (this rule may be modified to comply with orders from the State of Illinois).
21. No pets in the outdoor seating areas except dogs that have been individually trained to do work or perform tasks for an individual with a disability are permitted.
22. All general nuisance (excessive noise, light, fumes, etc.) ordinances remain in effect.
23. Food and drink service may begin as early as 6:00 a.m. All patrons must be out of the outdoor seating areas by 10:00 p.m. Sunday-Thursday and 11:00 p.m. Friday and Saturday.
24. Each establishment must fully comply with all state, county, and local regulations pertaining to COVID-19, food service, and servicing patrons.
25. The City of Galena reserves the right to revoke a permit for a violation of the rules.
26. Each business that wishes to utilize the public street for outdoor seating for eating and drinking must complete the Temporary Outdoor Seating Permit Application and the Temporary Outdoor Seating Disclaimer/Acknowledgement. Forms are available under "Forms and Applications" at [www.cityofgalena.org](http://www.cityofgalena.org).

Please contact the City of Galena at 815-777-1050 with any questions.



# 2021 TEMPORARY OUTDOOR SEATING APPLICATION

1. **Name of Applicant** \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

2. **Name of Owner (if different than applicant)** \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

3. **Business Name** \_\_\_\_\_

Common Address/Location of Property \_\_\_\_\_

4. **Required Submittals**

Site Plan (please include location of tables, chairs, umbrellas, lighting, waste and recycling receptacles, etc.) City staff will provide you with an aerial map of the public street available for your outdoor seating area.

Certificate of business liability insurance naming the City of Galena additionally insured

Signed Temporary Outdoor Seating Disclaimer/Acknowledgement

\$150.00 permit fee for the outdoor dining season.

5. **How to Submit:** Please email completed applications to City Administrator, Mark Moran, at [mmoran@cityofgalena.org](mailto:mmoran@cityofgalena.org) or deposit in the drop box next to the front door of City Hall.

**Do Not Write in this Space**

1. Date Submitted: \_\_\_\_\_

2. Approved: \_\_\_\_\_

3. Conditions of Approval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Permit Number: TOS-2021-\_\_\_\_\_



## 2021 TEMPORARY OUTDOOR SEATING Disclaimer/Acknowledgement

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All applicants acknowledge that adherence to the rules and regulations of the Illinois Department of Public Health (IDPH), Jo Daviess Health Department, and the City of Galena, will not prevent the communication of disease, including COVID-19, in every situation. Furthermore, the rules and regulations of the IDPH, Jo Daviess County Health Department, or the City of Galena should not be interpreted as setting a standard of precaution or care, or be deemed inclusive of all proper methods of precaution or care, nor exclusive of other methods of precaution or care reasonably directed to obtaining the same results.

The City of Galena does not make and hereby disclaims any warranty, express or implied, as to the accuracy or completeness of the regulations for outdoor dining whether established by the City of Galena or others or any of the measures described therein, and undertakes no obligation and assumes no responsibility for any injury or damage to persons or property arising out of or related to any use of these guidelines and any information provided therein or for any errors or omissions.

Any restaurant owner or property owner applying for a Temporary Outdoor Seating Permit (the "Applicant") acknowledges that the City assumes no responsibility for any injury or damage to persons or property arising out of or related to the temporary outdoor seating area. Further, the applicant acknowledges the obligation to remove the temporary outdoor seating area and restore the area to the previous condition as a condition of the issuance of this permit. Finally, the applicant acknowledges that the requirements contained herein are subject to change based on further guidance from the Governor, IDPH, or Jo Daviess County Health Department and any temporary outdoor seating area is required to comply with any such forthcoming guidance even if more restrictive than the City's regulations.

**Business Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**Printed Applicant's Name:** \_\_\_\_\_

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

**Date:** \_\_\_\_\_

Thank you for operating your business in the City of Galena. Please do not hesitate to contact the City of Galena at 815-777-1050 with questions.