

**APPLICATION FOR AMENDED FOOD ESTABLISHMENT PERMIT
OUTDOOR DINING
Town of Wilbraham**

Date: _____

To the Local Licensing Authority:

In accordance with the provisions of statutes relating thereto, application is made to amend an existing food establishment permit for outdoor dining or to include outdoor dining on a new permit:

Owner of business (person, firm, partnership, or corporation): _____

D/B/A of business: _____

Location: _____

Existing permits: Food Establishment # _____ Liquor License # _____

Please respond to the following questions about the outdoor dining area:

Will your full menu be served in the outdoor dining area (provide a sample menu for outdoor use):

How many people can be served in the outdoor dining area (specific number of tables and chairs to be provided):

Describe how staff will be able to observe and monitor the outdoor service area from inside the restaurant:

In case of emergency, how will patrons and staff exit the outdoor area?

Where are the rest rooms located in relation to the outdoor area?

Describe the awning, canopy, or umbrellas to be used in the outdoor area:

How is the outdoor area defined? Describe the fencing or wall and the buffer zone, including landscaping or plantings.

What is the flooring material in the outdoor area?

Describe the lighting in use after dark:

For alcohol service

Describe how you will ensure that alcohol service is responsible and legal in the outdoor area (i.e. monitoring for underage persons, intoxicated persons, or persons who are not patrons).

PROVIDE A PLAN OF THE OUTDOOR AREA, SHOWING RELATIONSHIP TO REGULAR INDOOR SERVICE AREAS, ACCESS DOORS TO OUTDOOR AREA FOR PATRONS AND STAFF, PARKING, FENCING, REST ROOMS, TABLES, CHAIRS, SERVICE BAR AND WAIT STATIONS, EMERGENCY EXITS.

**Return with the appropriate fees to:
Board of Selectmen-Licensing Authority
240 Springfield Street
Wilbraham, MA 01095**

Fee for amended food permit: \$25

Fee for amended liquor license: \$200 (payable to ABCC)

Hearing: There are costs associated with an application to extend alcohol service to the outdoors. The legal advertising charge for the hearing will be about \$40, plus the cost of any certified mail required to be sent to abutters. Hearing costs will be invoiced to the applicant.

For office use

Application received (date): _____

Hearing with selectmen set: _____

Zoning or Planning (hearing and decision date): _____

(append copy of decision)

Building Department approval: _____

Health Agent preliminary inspection: _____