



# OUTDOOR EATING CAFÉ DOWNTOWN ARLINGTON HEIGHTS RENEWAL FORM



## General Requirements for Outdoor Eating Café

1. An annual permit fee of \$115 is required.
2. All outdoor cafés shall comply with State and Village health code regulations.
3. The sale and consumption of alcoholic beverages in the outdoor café shall be restricted by the liquor license governing the restaurant.
4. The outdoor café shall not be detrimental to the health, safety, morals, or general welfare of persons residing or working in the vicinity.
5. The operation of outdoor cafés shall be permitted between the hours of 6:00 a.m. to 11:00 p.m.
6. Issuance of an outdoor café permit in one year does not guarantee issuance in any subsequent year.
7. Outdoor café permits may be revoked by the Village at any time after providing 30 days' notice.
8. If the outdoor café is on public property, annually, the applicant shall be required to enter into a license agreement with the Village, which shall detail the conditions under which a License to use Village property is granted.

**OUTDOOR EATING CAFÉ APPLICATION  
RENEWAL FORM**

**I. Applicant Information**

Restaurant Name \_\_\_\_\_  
Liquor License No. \_\_\_\_\_  
Restaurant Owner \_\_\_\_\_  
Restaurant Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email Address \_\_\_\_\_

**II. Please check one:**

Outdoor Café is on Public Property Only   
Outdoor Café is on Private Property Only   
Outdoor Café is on Both

**III. Renewal Checklist**

**Date Submitted**

Renewal Fee \_\_\_\_\_  
Proof of Lease or Ownership of Restaurant \_\_\_\_\_

**IV. Outdoor Café on Public Property**

After submittal of this renewal form, the Village will provide a License Agreement for signature by the restaurant owner. The restaurant owner will then return the License Agreement along with the proof of insurance that meets the required amounts. Only when the Village Board approves the license agreement is the outdoor dining approved for operation.

**V. Acknowledgement**

I acknowledge that I have read and understand the outdoor café requirements set forth in the Village of Arlington Heights Municipal Code, Chapter 28, Section 5.1-14.2 and I agree to abide by such rules and regulations. The outdoor café shall conform to the plans and conditions of the Village's original approval of my outdoor café.

\_\_\_\_\_  
(Applicant Signature)

\_\_\_\_\_  
(Date)

Return to:

Village of Arlington Heights  
Department of Planning & Community Development  
33 S. Arlington Heights Road, Arlington Heights, IL 60005  
[planningmail@vah.com](mailto:planningmail@vah.com) or 847-368-5200

## INSURANCE REQUIREMENTS FOR OUTDOOR EATING CAFÉ ON PUBLIC PROPERTY

The following are the minimum amounts of insurance required:

Commercial General Liability:	
Bodily Injury and Property Damage	\$1,000,000 per occurrence
Combined	\$2,000,000 aggregate
Personal Injury Liability	BFGL aggregate
Worker's Compensation	Statutory (\$100,000)
Employer's Liability	\$500,000
Umbrella Excess Liability:	
Special coverage shall be	\$1,000,000 over primary insurance

All underlying coverage needs to be included in the Umbrella or Excess Liability policy. Any exclusions or exceptions must be noted on the certificate of insurance.

The Village must be named as Additional Insured in the general liability policies of insurance required herein (which may include a combination of underlying and umbrella coverage) with respect to the public property on which the outdoor café is located and the use, operation, and possession thereof and provide proof to the Village of the appropriate insurance policy endorsement evidencing compliance.