



Town of Reading

ANNUAL APPLICATION - OUTDOOR DINING ON PUBLIC SIDEWALKS

____ New Application

____ Renewal

- ✓ Applications need to be submitted at least 30 days prior to the commencement of outdoor seating
- ✓ Outdoor sidewalk seating permitted April 15 – October 31
- ✓ Licenses must be renewed yearly

1. Business Applicant

Business Name & Address _____

Business Owner _____

Business Manager _____

Contact information (mailing address, phone number, email address)

2. Building Owner

Contact information (name, mailing address, phone number, email address)

3. Do you possess a current Town of Reading Common Victualers license? YES ___ NO ___

4. Do you possess a current License for Sale of Alcoholic Beverages? YES ___ NO ___
If yes, alcohol may be served at the outdoor sidewalk seating. You will need to submit a plan/strategy for serving alcohol at sidewalk seating.

(turn over to continue application)

5. Have you had a license revoked, suspended or been fined by the Town of Reading or the Commonwealth of Massachusetts within the past 12 months? YES ___ NO ___
If yes, please explain:

6. (a) Current indoor seating capacity _____
(b) Proposed seating capacity for sidewalk seating: _____

7. Days and Hours of operation:

I attest that I have read and understand the *Town of Reading Regulations for Outdoor Dining Licenses utilizing Public Sidewalks* and agree to uphold these regulations.

Applicant

Date

CHECKLIST FOR NEW APPLICATION

- ☼ Signed application form
- ☼ Proof of Business Ownership
- ☼ Copy of Town of Reading issued Common Victualers license
- ☼ If premises are leased, copy of lease or written permission by building owner
- ☼ Permit to Operate a Food Service Establishment issued by the Reading Board of Health
- ☼ Professionally drawn plan and all supporting documents containing the information required in order to make a decision as to the license and shall also include a plan for outdoor lighting if any is proposed
- ☼ If applicant business possesses an Alcohol License
 - Alcohol control plan including Managers plan regarding service of alcohol on the licensed premises and the sidewalk area
- ☼ Two photos of location where sidewalk seating will be placed in relation to establishment
- ☼ Non-refundable yearly application fee of \$100 payable to *Town of Reading*

CHECKLIST FOR RENEWAL

- ☼ Certificate of Insurance naming *Town of Reading* as additional insured
- ☼ Final Photograph of approved sidewalk seating

Submit applications to: Office of the Town Manager
16 Lowell Street
Reading MA 01867