



CITY OF NEW PRAGUE

"TEMPORARY CHECKLIST ITEMS"

NEEDED BY BARS AND RESTAURANTS TO OPEN JUNE 1ST FOR OUTDOOR SEATING

1. Letter or email from Business indicating intent or desire to open outdoor seating service area and sufficient details to understand what is being proposed.
2. Copy of COVID-19 Business Preparedness Plan.
3. Current owner of the property or provide proof or verification of ability to use property if not the current property owner.
4. Provide a map showing the perimeter of the proposed Outdoor Seating area; indication of type of fencing to be used. Show ingress and egress to seating area.
5. Verification that the outdoor seating area is "compact and contiguous" to the main building structure.
6. Must provide the City with proof that the liquor liability insurance covers alcohol sales in any expanded outdoor spaces (i.e. updated Certificate of Insurance needs to be provided to cover Premises Extension).
7. Access to restroom facilities or portable restroom(s) are provided.
8. Appropriate refuse container(s) are provided.
9. Indicate whether portable picnic tables or other type of seating is being provided; also indicate whether umbrellas, tents, canopies, awnings, etc. are being provided to temporarily cover seating for patrons.
10. Final approval of Regulatory Flexibility Authorization form by City prior to opening outdoor seating area.

SUBMISSION OF ITEMS or QUESTIONS TO: CITY ADMINISTRATOR'S OFFICE

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