



Temporary Outdoor Enclosure Guidelines

As the cold weather approaches, businesses may desire to modify existing tents or erect new temporary tents/structures such as igloos and include heating equipment. The submission of a Temporary Outdoor Enclosure permit application will evaluate:

- Enclosure must be entirely on private property.
- The ability of structures to withstand the elements of weather, which may now include snow accumulations, per manufacturer specifications.
- Location requirements are waived as long as the structure does not interfere with other items on the property.
- Exits remain free and clear at all times or are covered in a manner approved by the State Fire code. Must maintain a minimum 36" aisle way to all exits.
- Lighting will be required if occupied after dark.
- All heating equipment needs to be listed for the use of heating tents and is installed in accordance with manufacturer specifications.
- **NO SOLID FUEL FIRE PITS ALLOWED.**
- ALL tents will be inspected before occupancy can be granted.
- Date and time restrictions are in accordance with current State of Illinois COVID Guidelines.
- All applications have a sunset date of February 28, 2021.
- All tents shall require a permit.
- There will be no fee.



**VILLAGE OF BENSENVILLE
APPLICATION FOR TEMPORARY OUTDOOR ENCLOSURE**

[] Located On Public Property

[] Located On Private Property

1. Business Name: _____

Name of Applicant: _____

Business Address: _____ Phone: _____

Name of Property Owner: _____

Mailing Address: _____

2. Location and complete description of the proposed enclosure:

3. Attach a site plan indicating the location of the principal building(s) and parking area(s), lot dimensions, location and dimensions of the proposed enclosure area, points of ingress and egress, location of the temporary barrier, and outdoor furniture.

4. Description and dimensions of outdoor enclosure:

5. Proposed # of Outdoor Dining Tables: _____ Proposed # of Outdoor Dining Chairs: _____

6. If you currently hold a liquor license, do you expect to serve alcoholic beverages? Yes [] No []

Signature of Property Owner:

I acknowledge and support the applicant's request to utilize the outdoor area of my property/the public right-of-way adjacent to my property to operate the outdoor accessory use described above.

Signature

Date

Signature of Applicant

The undersigned applicant hereby accepts the terms and conditions of this Outdoor Accessory Use License. By operating the Outdoor Accessory Use, the applicant also acknowledges and accepts all special conditions imposed by the Village.

Signature

Date

NOTE: Both the Property Owner and the Applicant Must Sign this Application Form.



The Outdoor Enclosure for which this application is made is subject to and conditioned upon compliance by the applicant with the following terms and conditions, failure to comply with any of which automatically and without notice shall constitute grounds for immediate termination of the license by the Village:

- (1) The proposed Outdoor Enclosure shall comply with all life safety regulations.
- (2) The proposed Outdoor Enclosure shall not block pedestrian access or vehicular access along any public sidewalk, alley, street, or other public right-of-way.
- (3) The proposed Outdoor Enclosure shall be for the purpose of dining only.
- (4) The applicant will defend, protect, indemnify and save harmless the Village of Bensenville, its officers, agents and employees from any and all liability arising in any manner out of the use, construction, maintenance, operation or existence of the Outdoor Enclosure.
- (5) Any work to be performed pursuant to this Outdoor Enclosure License shall be constructed and maintained at the sole cost and expense of the applicant in good and workmanlike manner, satisfactory to the Village Manager.
- (6) Upon termination of this Outdoor Enclosure License, all material in any way related to the Outdoor Enclosure permitted hereby shall be removed and stored in a permanently constructed building, as required pursuant to the Bensenville Village Code. Upon failure of the applicant to remove such material, the Village may cause the removal of the material and charge the cost of such removal to the applicant.

This Outdoor Enclosure License may be terminated by the Village at any time. Upon such termination, at the sole option of the Village, but at the sole cost and expense of the applicant within two days after receipt of written notice from the Village, the applicant shall remove the encroachment and cease the use granted hereby. Upon the failure of the applicant to remove the encroachment, the Village may undertake or cause the removal of the encroachment and charge the cost of such removal to the applicant.

**Do not write in this box.
SPECIAL CONDITIONS**

**Do not write in this box.
FOR VILLAGE USE
ONLY**

The liquor liability insurance includes the outdoor dining area and names the Village as additional insured.

Approved by Village Manager: _____ Date: _____

License Issued By: _____ Date: _____