



City of Grosse Pointe Park

OUTDOOR SEATING AND/OR VENDING LICENSE APPLICATION

PERMIT FEE: \$50 CASH OR CHECK MADE OUT TO CITY OF GROSSE POINTE PARK FOR EACH PERMIT CATEGORY

CATEGORIES - PLEASE CHECK ALL THAT APPLY:

DATE: _____

Outdoor Vending/Sales

Outdoor Seating

Are you utilizing the City Right-Of Way? **Yes** **No**

BUSINESS INFORMATION:

Name: _____

Address: _____

Contact: _____

Work Phone: _____ Cell Phone: _____

Email Address: _____

INSURANCE INFORMATION:

Provide a copy of certificate of general and premise liability insurance which also names the City as insured party or additional insured under the policy for \$1 million dollars.

GUIDELINES:

1. Building must have a valid Certificate of Occupancy
2. Outdoor seating/vending hours are limited to the hours of business operation.
3. Applicants are responsible for obtaining and maintaining their own general liability, premise liability, personal liability and/or product liability insurance.
4. Applicants must supply their own tables and chairs and not block access to another vendor's area.
5. Applicants shall observe all provisions of the City of Grosse Pointe Park Code.
6. By signing this form, the applicant expressly releases the City from any and all claims and/or causes of action and future employees of whatever type, wherever such claim and/or causes of action arose or arises.

Signature of Applicant

Application Date



City of Grosse Pointe Park

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ANNUAL REQUIRED INFORMATION:

- Signed License Agreement – to be prepared by the City after the application is received if use of the City Right-of-Way is being requested.
- Insurance Certificate naming the City as Co-Insured, if use of the City Right-of-Way is being requested.
- Site Plan showing the location of proposed seating, product and/or materials, and any enclosure/fencing (drawn to scale or fully dimensional)

ADDITIONAL GUIDELINES:

- Clearance to curb, building, trees, trash receptacles, meters, light poles, etc. Keeping in mind that a minimum five (5') feet of clear pedestrian space is required for a barrier free accessible path.
- If a “park-let” is proposed a construction plan is required identifying joist size and spacing, railing attachment and gutter drainage. Additionally, a detail of the barrier to be placed at the traffic side of the “park-let” must be provided. A park-let cannot be located in barrier free parking space.
- A-frame signs or other temporary (180 day) signage and/or structures (tents, heaters, igloos) placed in the public right of way may require a separate permit and signed agreement.
- Prior to use of the intended space an inspection by the Public Service Department (and Public Safety for areas with alcohol sales) is required.
- Physical attachment to the city pavers, light poles, meters, trees, fixtures (including trash receptacles and benches) etc. is expressly prohibited.

FOR OFFICE USE ONLY:

Comments: _____

Approved: _____
Assistant City Manager
Public Safety Director
Building Department

This permit will expire on: _____