

TOWN OF CONWAY TEMPORARY OUTDOOR RETAIL PERMIT INSTRUCTIONS AND DEFINITIONS

Note: Any questions regarding this application should be directed to Johnny Eastman at: john@conwayrec.com 901-1139 or Lynore Wagner at: lynore@conwayrec.com. 901-1139

Special Event Outdoor Retail Permit:

The purpose of this permit is help local businesses return to viability while protecting the general public and to ensuring retail establishments follow the guidelines and protocols required under this permit. It is not intended to be used in lieu of other ordinances that requires approval by a board, committee or officer of the Town of Conway.

This permit is only valid through Columbus Day or the end of the Governor's state of Emergency proclamation, whichever comes first.

Application: An application must be approved prior to opening. All applications shall be submitted to the Town of Conway by either dropping the application off at Town Hall at 1634 East Main Street in Center Conway (Applicants are requested to use the Drop Box installed on the handicapped ramp at back of Town Hall) **OR**, by scanning the completed application and emailing it to: lynore@conwayrec.com.

Once approved, a signed copy will be emailed or mailed to the applicant at the address provided on the application.

If the applicant is going to erect an outdoor structure, and it is going to exceed 120 (12 X 10) square feet, the Permit **must be signed by the Fire Chief of the precinct in which the property is located.**

****Insurance:** If the sales area is going to encroach **on public property**, a Certificate of Insurance in the amount of \$1,000,000 (one million) per occurrence is required. The certificate of Insurance shall explicitly name the Town of Conway as an additional insured and must state the name and dates (through Columbus Day) on the certificate of Insurance.

Site: The retail expansion must be located on the same site and adjacent to the indoor retail establishment. If expanding onto public space, the outdoor sales area must be adjacent to the parent retail establishment. The site must be maintained in a clean and orderly. The area shall be returned to its original condition immediately following the discontinuation of the sale.

Revocation: The permit may be revoked at any time if the applicant does not follow the Town's requirements including, but not limited to, the Town receiving complaints or determining on its own, issues regarding parking, motorized or pedestrian traffic or nuisances to abutters.

TOWN OF CONWAY TEMPORARY OUTDOOR RETAIL PERMIT

LOCATION OF EVENT _____

This event is being held on (check one): Public Property Private Property

Date(s) of Event: _____ through _____

APPLICANT CONTACT INFORMATION:

Name and DBA _____

Address _____

Phone _____ Cell _____ Email _____

ALTERNATE CONTACT INFORMATION:

Name _____

Phone _____ Cell _____ Email _____

FOR EVENTS ON PRIVATE PROPERTY NOT OWNED BY APPLICANT

I hereby approve and authorize the use of my private property for this event.

Name _____ Signature _____

Address _____

Phone _____ Cell _____ Email _____

Please attach a sketch or drawing of your property indicating the location of the outdoor area to be used for retail operations.

TENT OR TEMPORARY STRUCTURE INFORMATION

This form to be filled out if the event is to erect any tents or temporary structures.

If erecting a tent or temporary structure, fill out information below and submit to precinct Fire Chief for review and approval.

Tent Company/Installer Information: Name: _____ Phone _____

Mailing address: _____

Name/DBA of where tent/structure will be set up _____

*Applicant Signature: _____ Date: _____

FIRE CHIEF AUTHORIZATION

To be signed by the Fire Chief (or designated representative) of the precinct in which the outdoor dining is to be held.

I certify that I have been notified of the date and locations of this Outdoor Dining Special Event within my jurisdiction and will review and inspect any fire, life safety, temporary structure(s), electrical and/or public health or safety concerns I deem appropriate and within my authority.

Fire Chief Signature Date Jurisdiction (Department)

CERTIFICATION BY SPONSOR/APPLICANT

The undersigned have reviewed and understand the Town of Conway Outdoor Dining Special Event instructions and definitions and agree to abide by all town ordinances and rules governing outdoor dining special events in the Town of Conway. I hereby certify that I am an authorized representative of the applicant and agrees, at its sole expense, to defend, indemnify and hold harmless the Town of Conway and all associated entities of the Town and their respective officers, boards, commissions, employees, and agents (hereinafter referred to as "indemnities") from and against any and all liability, obligation, damages, claims liens, losses, and expenses which may be incurred by or asserted against the indemnities by reason of any act of omission of the undersigned, its personnel, employees, agents, contractors or subcontractors which results in damage or injury of any kind to any person or property and which arises out of or is in any way connected with the activities permitted by this permit. (Required for all applications)

Signature of Applicant Date: _____

Printed Name: _____

(Official Use Only) Date and Time received by the Town of Conway _____