



## SIDEWALK CAFÉ LICENSE APPLICATION

To operate a sidewalk café, applicants must complete the following application, receive approval from the City Manager, and adhere to the requirements established in the City of Ionia Ordinance No. 453, Chapter 804.

### APPLICANT INFORMATION

Business Name:	_____				
Business Address:	_____				
City/State/Zip Code:	_____				
Address of sidewalk occupancy (if different):	_____				
Phone#:	_____	Fax#:	_____	Email:	_____
Contact Person:	_____	Contact Address:	_____		
City/State/Zip Code:	_____				
Phone#:	_____	Fax#:	_____	Email:	_____

### PROPERTY OWENR INFORMATION *(If different from above)*

Owner(s) Name:	_____				
Owner's Address:	_____				
City/State/Zip Code:	_____				
Phone#:	_____	Fax#:	_____	Email:	_____
<i>* A letter of authorization from the property owner must be submitted with this application.</i>					

### SIDEWALK CAFÉ FORMATION

Type of application:	New: _____	Renewal: _____					
Days/hours of café operation:	Sun: _____	Mon: _____	Tues: _____	Wed: _____	Thurs: _____	Fri: _____	Sat: _____
Capacity of proposed sidewalk café:	_____						
Dimensions of proposed sidewalk café in square feet:	_____						
Size of proposed sidewalk café (total area in square feet):	_____						

## **OTHER INFORMATION;**

### **In addition, please include the following items with your application:**

1. A detailed site plan, which includes the following information shall be submitted to the City Manager for approval:

- The site plan shall show the entire property and indicate all streets within 50 feet of the subject property.
- The design, relevant details, and location of all temporary structures, such as tables, umbrellas, chairs, and trash containers. The plan should also show the location of these temporary structure in relation to existing obstructions (lampposts, trees, mailboxes, etc.)
- The plan must cover the entire area between the curb and the building, including the curb line and building wall. The building wall shall identify all doors, windows, etc.

2. A letter of authorization from the property owner, if applicable.

3. Proof that the applicant will indemnify and hold harmless the City of Ionia against loss, including costs and expenses, resulting from injury to person(s) or property occurring on the premise occupied by the sidewalk café.

4. Certificate of insurance naming the City of Ionia as a named insured to the licenses' general liability insurance policy, in the amount of not less than \$1,000,000. A copy of the policy must be provided to the City of Ionia each year. The additional insured on the certificate of insurance must read as follows:

*“City of Ionia, including all elected and appointed officials, all employees and volunteers, all boards, commission, and/or authorities and their board members, employees and volunteers.”*

The cancellation notice on the certificate of insurance must read as follows:

*“Should any of the above described polices be cancelled before the expiration date thereof, the issuing company will mail thirty (30) days written notice to the Certificate Holder.”*

The general liability insurance policy and the Certificate of Insurance must be effective for the duration of the seasonal license from April 1 though October 31 of each year.

5. Signed *City of Ionia Hold Harmless Agreement*

6. Letter from the City of Ionia Income Tax Department, indicating that the applicant is up to date with their City income taxes. This letter must be dated no more than thirty (30) days prior to the date of this application.

7. Copies of valid business license and Michigan food service establishment license.

By signing below, I \_\_\_\_\_ (print name) acknowledge that I have read and understand the provisions of City of Ionia Ordinance No. 453, Chapter 804 pertaining to sidewalk cafes' and that the information given in this application is accurate to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## SIDEWALK CAFÉ HOLD HARMLESS AGREEMENT

As required for approval \_\_\_\_\_, agrees to indemnify, defend, and hold harmless the City of Ionia, its agents, servants, associations, employees, or anyone connected with the City of Ionia from and against any and all claims and liabilities, expenses, fees, fines, suits, actions, or judgments of any and every kind and nature as a result of operating a sidewalk café.

Further, \_\_\_\_\_ also agrees to defend the City of Ionia and its agents, servants, associations, employees, or anyone connected with the City of Ionia from and against any and all claims or actions brought or filed against them with respect to the subject event of this **Sidewalk Café Hold Harmless Agreement** and further agrees to pay any and all costs and attorney's fees associated with the defense of any such claims or causes of actions, and \_\_\_\_\_ shall be responsible for any and all damage and/or injury resulting from said event.

In addition, \_\_\_\_\_ agrees to furnish a certificate of insurance showing proof of general liability coverage in the amount of not less than \$1,000,000 in which the City of Ionia, shall be named as an additional insured and which certificate shall be submitted with the Sidewalk Café License Application.

Signature: \_\_\_\_\_

Business Name: \_\_\_\_\_

Date: \_\_\_\_\_

**\*Instructions: Fill out this three (3) page document and submit it to the City of Ionia at: City of Ionia, PO Box 496, 114 N. Kidd Street, Ionia, Michigan 48846 Attn: City Clerk**