



City of Rockford – Customer Service Center
1st floor, City Hall, 425 E. State Street, Rockford, IL 61104
779-348-7300

LICENSE APPLICATION – OUTDOOR / SIDEWALK CAFES

THIS APPLICATION MUST BE ACCOMPANIED BY THE \$77.00 LICENSE FEE.

Name of Applicant: _____ Date of Application: _____

Applicant Address: _____
Street City/State/Zip

Applicant Phone #: _____ Email Address: _____ Tax ID: _____

Business Name: _____

Business Address: _____
Street City/State/Zip

Hours and Days of Operation: _____

Number of Patrons Accommodated: _____

The following information must be submitted with the application:

- 1 How the premise will be supervised and maintained
2 Description or photo of street furniture to be used in accordance with the Outdoor Dining Design Guidelines.
3 Five copies of plat or drawing indicating, to scale, amount of surface space to be used
4 Description of food and drinks to be sold
5 A statement of agreement to hold harmless the City of Rockford and officers and employees of the City for any loss or damage
6 For alcohol sales: Certified public accountant or public accountant statement, including documentation and or records, indicating that at least 40% of gross receipts were derived from food sales, except in Festival Zone areas
7 A written plan detailing compliance with conditions hereby established for operating a sidewalk café.
8 A policy of liability insurance in the minimum amount of three hundred thousand dollars (\$300,000) and a one hundred thousand dollar (\$100,000) property damage policy naming the City of Rockford as an additional insured, in force at all times.

Certificate of Insurance Attached: _____ YES _____ NO Dated: _____

I, the undersigned, thoroughly understand that this is solely an application to operate a business, and is not permission to operate a business until all applicable ordinances of the City of Rockford including but not limited to Building, Zoning and Fire regulations, have been fully complied with, and this application is properly signed by the departments listed below, and an official license is issued by the Comptroller.

Signature: _____ Dated: _____

FOR OFFICE USE ONLY:

Date application received: _____ Received By: _____
\$77 license fee attached: YES / NO Final Action due: _____ (21 days from receipt)
Zoning: Approved / Disapproved By: _____ Date: _____
Building: Approved / Disapproved: Date: _____ By: _____
FIRE: Approved/Disapproved: By _____ Date: _____
PW: Approved / Disapproved: Date: _____ By: _____
Finance: Final Action (check one): _____ Approved and issued on _____ By _____
License # _____ Returned as incomplete on _____ By _____
with written explanation. (7 days from receipt)
_____ Denied in writing on _____ By _____

OUTDOOR / SIDEWALK CAFÉ LICENSE

AGREEMENT

In consideration for being issued a permit to operate a sidewalk café as that term is defined in the Rockford Code of Ordinances as they now exist or may hereafter be amended, the undersigned as a duly authorized agent for the business to whom said permit is being granted, agrees, both for himself and on behalf of said business, to indemnify, defend and otherwise hold harmless the City of Rockford and its employees, by any and all persons for any injury or claim arising out of the creation, existence or operation of or any activity in any way related to the creation, existence, or operation of the sidewalk café for which said permit is issued.

The undersigned further agrees both for himself and the business to whom said permit is issued, to indemnify, defend and otherwise hold harmless the City of Rockford and its employees, against any and all claims, damages and liabilities which may be asserted against the City or any of its employees, by and all persons in connection with any claim or injury arising from the condition of any public property which composes or is adjacent to any public property which composes part or all of the area, to be used or otherwise occupied, for the purpose of operating a sidewalk café pursuant to said permit.

Business: _____

By: _____

SUBSCRIBED and SWORN to before me this _____ day of _____, 20__.

NOTARY PUBLIC

My Commission Expires: _____