



## MILFORD BOARD OF SELECTMEN

Room 11, Town Hall, 52 Main St. (Route 16), Milford, Massachusetts 01757-2679

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### ***Temporary Outdoor Seating Application***

***Return by Email or Fax (see above)***

Name of Applicant \_\_\_\_\_

Name of Business \_\_\_\_\_

Business Address \_\_\_\_\_

Applicant Email \_\_\_\_\_

Applicant Phone Number \_\_\_\_\_

Description/Location of Temporary Outdoor Seating Area \_\_\_\_\_

Proximity of temporary outdoor seating area to licensed business \_\_\_\_\_

Hours of Operation for temporary outdoor seating area \_\_\_\_\_

Occupancy of temporary outdoor seating area \_\_\_\_\_

Number of Tables \_\_\_\_\_ Number of Chairs \_\_\_\_\_

Will **ALCOHOL BE SERVED** in the temporary outdoor seating area? Yes \_\_\_ No \_\_\_

**If alcohol will be served in the temporary outdoor seating area, and the temporary outdoor seating area is not clearly visible from the business premises, there must be a designated employee monitoring the area at all times. AT NO TIME should an individual be allowed to leave the temporary outdoor seating area with any form of alcoholic beverage.**

Will there be any form of entertainment in the temporary outdoor seating area? If yes, describe said entertainment: \_\_\_\_\_

Will there be a tent/covering: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please list the below information:

Number of Tents/Coverings \_\_\_\_\_

Dimension of Tents/Coverings \_\_\_\_\_

**The premises must be enclosed by a fence, rope, or other means to prevent access from a public walkway.**

What type of enclosure will be used around the temporary outdoor seating area? Please include dimensions of barriers being used: \_\_\_\_\_

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**You must submit a sketch of the temporary outdoor seating area noting the following:**

- **Dimensions of temporary outdoor seating area**
  - **Noting locations and dimensions of all tents/coverings**
- **Distance between the entrance to your restaurant and the temporary outdoor seating area**
- **Lay out of tables and chairs**
- **Location of barriers**
- **Seating Capacity**
- **Maximum Occupancy**
- **NOTE: Tables must be 6' apart to facilitate social distancing.**

## **RESPONSIBILITIES OF THE RESTAURANT**

**The restaurant, through its owner and/or manager, is responsible for the following as it pertains to outdoor dining:**

- 1. Adherence to the plans and documents submitted, reviewed, and approved;**
- 2. Procurement of tables, chairs, disinfecting stations, and any other physical items that will be inside the outdoor dining area;**
- 3. Procurement and installation of temporary safety barriers to be placed around the perimeter of the outdoor dining area identifying the space and providing a buffer from pedestrian traffic; and**
- 4. All licensees shall be required to provide to the town a Certificate of Liability Insurance providing coverage for fire, premises liability, and liquor liability with reasonable limits of coverage, except that liquor liability shall have minimum coverage of \$1,000,000 per occurrence and \$2,000,000 in the aggregate, whereas the policy shall carry an endorsement that the Town of Milford shall be**

notified by the insurer no less than ten days prior to the cancellation of said coverage. The Town of Milford shall be named as the additional insured. Licenses will not be issued without one.

5. All persons issued a Special License must purchase the alcohol from a wholesaler licensed pursuant to G. L. c. 138, §§ 18, 19, 19B, or 19C, or from a holder of a special permit to sell issued under G. L. c. 138, § 22A. A list of approved sellers can be found on the ABCC website. You cannot obtain the alcohol from a package store and cannot have the alcohol donated to you unless you were granted a Charity Wine/Auction license. Visit <https://www.mass.gov/orgs/alcoholic-beverages-control-commission> for more information.

6. Pursuant to the Milford Planning Board interim outdoor seating order enacted on June 2, 2020, any business establishment serving the general public that is otherwise in compliance with the Milford Zoning Bylaw, will not be required to receive amended site plan approval to provide interim outdoor seating for the duration of the Governor's re-opening provisions, provided however that any such interim outdoor seating shall not exceed 50% of the approved permanent indoor seating for each such establishment. This does not affect any approvals necessary from the Board of Health or from the Building Official.

## **RIGHTS OF THE TOWN OF MILFORD**

The Town of Milford reserves the right to revoke its permission to allow the outdoor dining area for the following reasons:

1. The operation of the outdoor dining area is not in compliance with submitted safety protocols;
2. The operation of the outdoor dining area is negatively impacting pedestrian travel and/or is not facilitating safe passage in accordance with Americans with Disability Act requirements;
3. The Health Agent, Chief of Police, Fire Chief, Building Commissioner and/or their designees determine that the operation of the outdoor dining area is negatively impacting public health and safety.

**TOWN OF MILFORD  
OUTDOOR DINING COVID-19 SAFETY PROTOCOL PLAN**

**I. Social Distancing.** Check the boxes to certify that you have:

- Ensured that all persons, including employees and customers in the outdoor dining area, remain at least six feet apart to the greatest extent possible.
- Established protocols to ensure that employees can practice adequate physical distancing.
- Posted signage for safe physical distancing.
- Required face coverings or masks for all employees that cover their mouth and nose.

**II. Hygiene Protocols.** Check the boxes to certify that you have:

- Provided hand washing capabilities throughout the workplace.
  - Ensured frequent hand washing by employees and provided adequate supplies to do so.
  - Provided regular sanitization of high touch areas, such as workstations, equipment, screens, tables and chairs, perimeter barriers, doorknobs, restrooms.
  - Implemented additional procedures. Please describe them here:
- 

**III. Staffing and Operations.** Check the boxes to certify that you have:

- Provided training for employees regarding the social distancing and hygiene protocols.
  - Ensured employees who are displaying COVID-19-like symptoms do not report to work.
  - Implemented additional procedures. Please describe them here:
- 

**IV. Cleaning and Disinfecting.** Check the boxes to certify that you have:

- Established and maintained cleaning protocols specific to the outdoor dining area.
  - Ensured that when an active employee is diagnosed with COVID-19, cleaning and disinfecting is performed
  - Prepared to disinfect all common surfaces at intervals appropriate to said workplace.
  - Implemented additional procedures. Please describe them here:
- 

\_\_\_\_\_  
Signature of Owner/Manager

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**AFFIDAVIT  
OUTDOOR DINING COVID-19 SAFETY PROTOCOL**

I, \_\_\_\_\_ (write name) being the owner or manager of \_\_\_\_\_ (name of restaurant) located at \_\_\_\_\_ Milford, MA acknowledge and accept the responsibilities of maintaining a clean and safe outdoor dining experience for guests and for staff in the temporary outdoor dining area through the diligent adherence to the Outdoor Dining COVID-19 Safety Protocol Plan submitted along with any and all mandatory state safety standards for workplaces and outdoor dining.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

## REQUIREMENTS FOR ACCESSIBILITY

Dining must be accessible and meet ADA and Massachusetts Architectural Access Board's regulations. <https://www.mass.gov/law-library/521-cmr>

### 521 CMR 17.00: RESTAURANTS

#### 17.2 SEATING

At least 5% but not less than one, of the tables shall be accessible, be on an accessible route, and in compliance with the following:

17.2.2 A 36-inch (36" = 914mm) access aisle shall be provided between all accessible tables. No seating shall overlap the access aisle. See Fig. 17a.

17.2.3 Clear floor space as defined in 521 CMR 5.00: DEFINITIONS shall be provided at each seating space. Such clear floor space shall not overlap knee space by more than 19 inches (19" = 483mm). See Fig. 17a.

17.2.4 Knee Clearances: If seating for people in wheelchairs is provided at tables or counters, knee spaces at least 27 inches (27" = 686mm) high, 30 inches (30" = 762mm) wide, and 19 inches (19" = 483mm) deep shall be provided. See Fig. 17b.

17.2.5 Height of Tables or Counters: The tops of accessible tables and counters shall be from 28 inches to 34 inches (28" to 34" = 711mm to 864mm) above the finish floor or ground. See Fig 17b.

