



# Sidewalk Café Permit Requirements

## City of Manitowoc

- The applicant must fill out a Sidewalk Café Permit License Application
- The initial application shall be accompanied by a drawing to scale of the site to be used as the sidewalk café, showing the locations of all trees, poles, furniture, equipment, fixed and portable barriers and other items that will be located in the sidewalk café.
- The initial application shall be accompanied by photographs, pictures from a sales catalog or detailed renderings of the furniture and equipment being considered to use, with dimensions and color included.
  - Whenever furniture or equipment is updated or changed, the permittee shall provide the City Clerk photographs, pictures, or detailed renderings of same prior to installation.
- If the applicant intends to sell or serve alcoholic beverages to patrons on the sidewalk café, the applicant shall obtain the appropriate alcohol beverage license describing and including the outdoor area where alcoholic beverages will be sold, served or consumed.
- The applicant must provide an Operating Plan that includes: hours of operations, maintenance, indicating if alcoholic beverages are sold, lighting, and sound.
- Applicant must provide a copy of all applicable licenses requested on the Sidewalk Café Permit application form.
- Applicant must pay an annual permit fee of \$75.00 at the time of application submission.
- Applicant must provide evidence of the following insurance:
  - Commercial General Liability with the following minimum standard limits:

▪ Bodily injury/property damage per occurrence	\$1,000,000
▪ General aggregate limit	\$1,000,000
▪ Products/completed operations	\$1,000,000
▪ Personal and advertising injury limit	\$1,000,000
▪ Medical expense limit – any one person	\$5,000
  - Worker's Compensation. The permittee shall provide a worker's compensation policy with the limits prescribed by Wisconsin State Statutes.
  - Liquor Liability. If alcohol is served, the permittee shall provide a liquor liability policy with limits of at least \$500,000.
  - Certificate of Insurance. At time of application submission and renewal fee submission, the permittee shall provide the City with a certificate of insurance illustrating coverage as outlined above, naming the City of Manitowoc as additional insured and certificate holder, and providing a 30-day written notice for cancellation to the City.



## **Sidewalk Café Reminders**

### **City of Manitowoc**

- The sidewalk café shall not be open for business between the hours of 12:00 midnight and 8:00 a.m.
- At any time the sidewalk café is closed the permittee shall remove all furniture, furnishings, equipment, portable barriers and all visible evidence of the sidewalk café.
- The permittee shall pick up all trash from the sidewalk café on a regular basis throughout the day, and shall keep the café area in a clean, orderly, litter-free and hazard-free condition. The permittee shall provide covered trash containers for the customers. The permittee shall not place any solid waste in the City solid waste containers.
- Sidewalk Café expires on December 31 and should be renewed by January 31.