



CITY OF BEND

SIDEWALK CAFÉ LICENSE APPLICATION

Approval of this license allows the licensee to place **tables and** **chairs**, in the public right of way for the purpose of placing tables/chairs.

Applicant Name: _____ **Cell Phone:** _____

Name of Business: _____ **Phone:** _____

Business Address: _____

Email Address: _____

Mailing Address: _____

Hours of Operation for Business: _____

Hours of Operation for Sidewalk Café: _____

Only complete applications (including all initials, the applicant’s signature, and the property owner’s signature) will be processed. Please be sure to submit the following:

- \$100 annual license fee payment, due at time of submittal.
- Certificate of Insurance naming the City of Bend as Additional Insured with Additional Insured Endorsement in the amount of \$2,000,000 per occurrence and \$2,000,000 aggregate from insurance company.
 - If serving/selling alcohol, an additional liquor liability rider in the amount of \$2,000,000 per occurrence will also be required on Certificate of Insurance.
- Copy of active [City of Bend Business Registration](#).
- Complete site plan and proposed table diagram. The diagram must include existing trees, tree wells, doorways, bike racks, sign posts, light poles, benches, planters, newspaper (or other) boxes, or other objects within the public right of way in front of your business. Diagram **must be to scale** with dimensions clearly marked. Please use a separate sheet of paper, if necessary.
 - Use a program such as [SmartDraw](#), [SketchUp](#) or [draw.io](#) to create the diagram. **Incomplete and/or hand-drawn diagrams without exact measurements will not be processed.**
 - **A 5-foot accessible pedestrian path of travel must be maintained at all times.**
 - **It is encouraged that tables and/or chairs be placed along the curb.**

Property Owner Authorization

As the owner(s) of the subject property, I (we) hereby grant permission for this business to place tables and chairs adjacent to this property, subject to City approval of this license.

Signature: _____

Date: _____

Print Name: _____

This license is granted only upon the following terms and conditions. Review and initial:

LICENSEE has paid the **ANNUAL** application fee established by resolution pursuant to the Bend Cost Recovery Code. The annual fee is \$100.00 and is based on a calendar year. The fee will not be prorated for portions of the calendar year.

Initial Here: _____

LICENSEE assumes all risks associated with the use of the right of way; specifically agrees to indemnify, pay and hold the City of Bend harmless from any liability for loss of any kind.

Initial Here: _____

LICENSEE will provide a **certificate of liability insurance**, naming the City of Bend as additional insured (see example) in the amount of \$2,000,000 per occurrence/\$2,000,000 aggregate.

Initial Here: _____

- LICENSEE has provided a liquor liability rider in their certificate of liability (if serving alcoholic beverages). **Initial Here:** _____

LICENSEE shall not use this license for any purpose other than as described above. Sidewalk café furniture is not licensed to be stored within the public right of way during periods the business is closed or overnight.

Initial Here: _____

LICENSEE lawfully operates a restaurant adjacent to the right of way for which the applicant seeks a license.

Initial Here: _____

LICENSEE will provide a site plan that demonstrates that the use of the right of way will not interfere with existing utilities, pedestrian use of the right of way, or pose a hazard to vehicular traffic. The site plan must provide for a pedestrian passageway through the right of way of at least **five (5) feet** in width; corner properties are subject to additional requirements contained in the vision clearance provisions of the City of Bend Zoning Ordinance. Tables and chairs, when placed curb side, should not extend beyond the tree wells into the pedestrian path of travel.

Initial Here: _____

LICENSEE is required to follow accessibility standards established by federal, state, and local laws, including the Americans with Disabilities Act (ADA) of 1990. This includes, but is not limited to, maintaining a **five foot** clear pedestrian path of travel, cane-detectable barriers, and clear pedestrian “envelopes” (clear space between 27” and 80” where no obstructions exist in the path of travel). Every effort will be made to align sidewalk café furniture in line with standard site furnishing **along the curb line** where applicable. The **five foot** clear pedestrian path of travel shall be adjacent to the storefront/property line whenever practical.

Initial Here: _____

LICENSEE is expected to be diligent in ensuring compliance to enable people with disabilities to use the public rights of way to safely navigate city sidewalks and participate in community activities.

Initial Here: _____

LICENSEE has provided their hours of operation for business, and hours of operation for sidewalk café.

Initial Here: _____

LICENSEE will obtain all other necessary state and local permits.

Initial Here: _____

LICENSEE agrees to cease and desist all activity allowed by this license promptly upon any request to do so by the City.

Initial Here: _____

LICENSEE acknowledges that this license **does not** give permission to place umbrellas on the sidewalk unless applicant can provide proof that the lowest hanging point of the umbrella is not less than 6' 7" from the ground. This is a PROWAG and safety requirement.

Initial Here: _____

LICENSEE acknowledges that the license must be displayed in the window of the licensed business. Business owner is prohibited from placing any café furniture in the public right-of-way without displaying current valid license.

Initial Here: _____

Failure to maintain the required 5-foot accessible path at any time during the licensed year may result in revocation of the Sidewalk Café License.

If you have any questions, please contact City staff at (541) 388-5580 or licensing@bendoregon.gov.

Disclosure: Information on this application is a public record subject to disclosure upon request under the Oregon Public Records Law unless an exemption applies.

Applicant Signature

Date

Print Name

Submission Instructions

- Mail complete application materials and payment of \$100 to the City of Bend ATTN: Sidewalk Cafe at 710 NW Wall St. Bend, OR 97703.
- Email complete application materials to sidewalkcafe@bendoregon.gov and make the \$100 payment over the phone by calling the Utility Billing Offices at 541-388-5515 and pressing 0.

FOR CITY USE ONLY

Complete Incomplete Received by _____ Date _____

Site plan approved for _____ tables and _____ chairs

Approved by: _____ Date _____

Diagram of Sidewalk Café Proposal

Diagrams may be hand drawn with exact measurements included or please use a program such as [SmartDraw](#), [SketchUp](#) or [draw.io](#) to create the diagram. **Diagrams without exact measurements will not be processed.**

Storefront Width _____ Sidewalk Width _____ Table Size _____

Chair Size _____ Other Item Sizes _____

Final Approval of Site Plan for table and chair placement. The Sidewalk Café License is not approved until City staff have approved the final site plan.

Approved by _____ Date of approval _____