



2021 TEMPORARY OUTDOOR DINING PERMITS

The City of Troy will again work with local restaurants to set up dining opportunities in adjacent parking spaces. If you would like to set up tables in the parking space(s) in front of your restaurant, please submit:

- Temporary Outdoor Dining Permit application form;
- Map showing parking spaces requested;
- Certificate of Insurance;
- COVID addendum;
- SLA Temporary Extension Form.

Please note:

- 1) We are currently issuing permits for parking spaces through October 31. Restaurants can set up on their sidewalks, leaving at least 60" clearance for accessibility, without a permit.
- 2) Permits are for dining only. A separate permit is required for any entertainment, including DJs, live bands, etc. This will help us to better coordinate entertainment downtown.
- 3) Permits will be revoked if we receive complaints that outdoor service has not ended by 10 pm. Outdoor area must be closed by 11 pm to comply with City noise ordinance.

We request that you digitally complete and sign the form. You will need Adobe Reader to do so. If you do not have Adobe Reader installed on your computer, you can get it here: <https://get.adobe.com/reader/>. For best results, save the form on your computer first, then complete it. To sign the form, click on the Digital Signature field. (If you have not configured a digital ID in Adobe before, you will be prompted to do so.)

Please contact me with questions about the permit process.

Mara Drogan
City Clerk, City of Troy
433 River Street
Troy, NY 12180
City Clerk Main: 518-279-7134
Direct Line: 518-279-7147
mara.drogan@troyny.gov

Office of the City Clerk
 433 River St, Suite 5001
 Troy, NY 12180
 Phone: 518-279-7134
 Fax: 518-270-4639
 cityclerk@troyny.gov



TEMPORARY
 OUTDOOR DINING
 PERMIT

SUBMIT COMPLETE APPLICATION AT LEAST 14 DAYS PRIOR TO ANTICIPATED OPENING

Business Name:	
Contact Person:	
Phone #:	Email:
On-site contact(s), if different:	
Phone #:	Email:
Business Address:	
<p>Permit is for dining only. Outdoor service must end by 10 pm. Outdoor area must be closed by 11 pm to comply with City noise ordinance.</p>	
Dates Requested:	
Days of Operation: <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat	
Service Start Time:	Service End Time:
Set-Up Time:	Breakdown Time:
<input type="checkbox"/> City barricades requested (Metal-Bike Rack Style; 8 feet long) Linear Feet Needed: _____ <p>Set up and maintenance of barricades is the sole responsibility of the permittee. The City will pick up barricades at the expiration of the permit. If necessary, contact the City Clerk's office to arrange early pick up. Under no circumstances shall the permittee use barricades at another location or allow use by another party without the written consent of the City of Troy.</p>	
<p>Include with your application:</p> <ol style="list-style-type: none"> 1) Certificate of Insurance naming City of Troy as additional insured (see next page); 2) Map of parking spaces requested (SLA license can only be extended to spaces adjacent to property); 3) Rensselaer County Health Department food permit; 4) COVID addendum; 5) SLA Temporary Extension Form (a copy of this form should also be emailed to temporaryalterations@sla.ny.gov) <p>Application will not be processed until all items have been submitted.</p>	

INSURANCE REQUIREMENTS

As required by § 2-14 of the City Code, you must carry public liability, bodily injury, and property damage insurance which covers the property to be used and identifies the City of Troy as an additional named insured. A Certificate of Insurance must be submitted to the City Clerk at the time of application and before any use of City property. Your Certificate of Insurance must name the City of Troy as an additional insured and must show liability coverage as follows:

Comprehensive General Liability

Each Occurrence	\$1,000,000
Aggregate	\$2,000,000
Products and Completed Operations	\$1,000,000
Products and Completed Operations Aggregate	\$2,000,000
Advertising and Personal Injury Liability	\$1,000,000

If alcoholic beverages are served or sold, add:

Liquor Liability	\$1,000,000
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By signing and submitting this application, the applicant/business agrees to indemnify, defend and hold harmless the City of Troy, its officers, employees, and agents from and against any and all losses, costs (including but not limited to, litigation costs and attorney fees), claims, suits, actions, damages, liability, and expenses occasioned wholly or in part by the applicant/business's act, omission, negligence, or fault, or the act, omission, negligence, fault of the applicant/business's agents, subcontractors, suppliers, vendors, employees, or servants in connection with the permit.

Applicant/business shall keep and hold harmless the City, its officers, employees, and agents for any and all claims, damages, and liability of any kind whatsoever relative to or arising out of the use of City property.

Authorized Signature:

Office Use Only	
Chief of Police:	
Commissioner of GS:	
Deputy Mayor:	
(seal)	City Clerk:

Office of the City Clerk
433 River St, Suite 5001
Troy, NY 12180
Phone: 518-279-7134
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ADDENDUM

Please submit the following information:

1) A layout and seating chart that conforms to CDC and New York State guidelines, indicating:

- a) # of tables, chairs, and locations within the dining area;
- b) Size of tables and maximum number of place settings;
- c) Designated walking and waiting areas.
- d) If you are requesting partial use of City street or alley, include traffic lanes in your diagram.
- e) Include measurements for all aspects of the layout, including the distance between the closest customers at separate tables. Tables must be minimum 10' apart (measured from edge of table) to allow for adequate seating and walkways.

2) If you are requesting an extension of your SLA permit, identify your perimeter and security protocol.

You are responsible for conforming with the NYS Interim Guidance For Food Services During the Covid-19 Public Health Emergency:

https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Indoor_and_Outdoor_Food_Services_Detailed_Guidelines.pdf

**Licensee Certification For Temporary Extension of Licensed
Premises Onto Municipal Property
(To Be Included With Municipality Application)**

rev 06032020

SERIAL # LICENSE TYPE

LICENSEE:

DBA (TRADE NAME):

ADDRESS OF THE PREMISES:

CITY: , NY ZIP CODE:

BUSINESS EMAIL ADDRESS:

BUSINESS PHONE:

I,

Name of Certificant

hereby certify that I am a duly authorized principal or representative of the above-referenced license (and if a representative, I am the _____ [insert title] of the licensee), that I have reviewed the attached diagram, also signed by me, depicting and identifying the municipal property that my municipality is applying to temporarily become part of the licensed premises (the "Municipal Extension"), and that the above-referenced licensee agrees that it will supervise and maintain the Municipal Extension in accordance with the Alcoholic Beverage Control Laws just as if such Municipal Extension was part of the licensed premises as set forth in the license, including any and all Guidance issued by the State Liquor Authority with respect thereto, and that the above-referenced licensee will also adhere to whatever other and further rules and requirements are imposed by my municipality in connection herewith, and that the above-referenced licensee will adhere to these requirements as long as the temporary Municipal Extension remains in place (or until the above-referenced licensee delivers a written certification to the Licensing Bureau of the State Liquor Authority expressly advising that such Municipal Extension is being rejected), after which the above-referenced licensee will no longer be permitted to treat the Municipal Extension as being part of the licensed premises.

(Signature of Applicant/Representative)

(Date)