

## **RULES AND REQUIREMENTS FOR OUTDOOR DINING**

The Town of Oyster Bay is happy to assist your organization for any upcoming events. We understand that your various venues require the use of Town of Oyster Bay lots and/or other various Town owned sites.

In order for us to continue in a proficient manner for your organization, it will be required that your paperwork be in order. The paperwork needed is:

- a. Letter to the Commissioner of Highways requesting the use of lot/street, exact location, date, time of operation.**
- b. A site plan which lists name of businesses that will be operating, as well as the location of the tables and chairs for use for each business. Following all Social Distancing Regulations.**
- c. Insurance Certificate listing the Town Of Oyster Bay on policy.**
- d. Endorsements.**
- e. Hold Harmless Agreement.**
- f. Meet requirements of the New York State Liquor Authority application is on the NYS web Site.**
- g. Must have one lane open at all times for Emergency Service Vehicles to pass through. Therefore, if utilizing a roadway that is 2 lanes, 1 lane CANNOT have tables or any obstructions that would prevent emergency service vehicles to pass safely. Each Fire District and Police Department will determine how the access lane would be acceptable.**
- h. All garbage receptacles are the responsibility of the businesses to provide and empty and dispose of properly.**
- i. All COVID Disinfecting guidelines must be followed with regard to disinfecting tables and chairs as well as all must be wearing masks... further guidelines can be found on the New York State web site.**
- j. 6 foot distancing from the chairs around the tables**
- k. 6 foot distancing for isles**
- l. MUST get all NY State permissions and follow all guidelines go to New York State & Health requirements**
- m. All Fire Hydrants and Handicap access must not be blocked**
- n. Closure of road will be allowed from Friday, Saturday, Sunday 4pm to 10pm and all tables and garbage receptacles are to be removed each day and follow all COVID guidelines**
- o. All workers and patrons are to wear face coverings unless seated at a table eating.**

The Town does not provide tables, chairs or weighted planters it is the restaurant/business responsibility to have all safety measures met with respect to Safety bollards or weight compliant planters to protect residents from having a vehicle crash into area being blocked off.

It is required that this paperwork be submitted to the Town of Oyster Bay Highway Department for any requests to utilize outdoor dining within the right of way.

All documents once approved by the Town Attorney's Office as well as Planning and Development, will be submitted to the Town Board for approval and issued a resolution granting permission.