



SIDEWALK CAFÉ
Temporary Use Application

Please place an "X" by the appropriate usage:

USE TYPE	NEW	RENEWAL
Café Seating		
Planters		
Benches		
Stanchions		

Business Information

Name of Business: _____

Address: _____

Telephone Number: _____

Hours of Operation:

Monday – Friday _____

Saturday _____

Sunday _____

Does your business serve alcohol? Yes No

Applicant Information

Applicant Name: _____

Job Title: _____

Address: _____

Telephone Number: _____

E-Mail Address: _____



Emergency Contact Information

Please list the name of a person the City can notify or contact at any time concerning the applicant’s requested temporary use (i.e. Restaurant Manager).

Name & Title: _____

Telephone Number: _____

E-Mail Address: _____

Requests

FURNITURE	AMOUNT	MATERIAL/COLOR	DIMENSIONS (L x W x H)
Tables			
Chairs			
Benches			
Planters			
Stanchions			

Attachments

NEW APPLICATIONS: Submit all of the following attachments.

RENEWAL APPLICATIONS: If you are submitting a renewal application and no changes have been made to the site plan, furniture, or ownership/management, only submit your updated Certificate of Liability Insurance and application fee.

If changes have occurred, please submit the revised site plan, photos, Business Tax Certificate, or proof of insurance, as may be applicable.

- **Site Plan:** A scaled drawing that specifically depicts how the furniture will be arranged within the right-of-way. This shall include:
 - a. The dimensions of the public right-of-way,
 - b. The proposed layout of the furniture including numbers and placement, and
 - c. The relationship of the proposed usage to the curb, obstacles, planters, tree lawn, fire hydrants, existing buildings, and buildings on either side of the public right-of-way.

- **Photos of Furniture:** Photos of the items being used on the public right-of-way. The photos must clearly show the color, design, and material of the furniture.



- **Proof of Annual Business Tax Certificate:** A copy of your City of Savannah business tax certificate. Note: This is only needed for new businesses or for businesses that have undergone changes in ownership/management.
- **Proof of Insurance:** General liability insurance in the amount of \$100,000 per person and \$200,000 per occurrence is required. The business's insurance policy must be made out to the "Mayor and Aldermen of the City of Savannah" and should name the "The Mayor and Aldermen of the City of Savannah" as a certificate holder.

Application Fee

Payment should be made by check or money order made payable to the City of Savannah. Fees are based on the amount of furniture placed on the public right-of-way, but the total fee paid shall not exceed \$1,000 per year:

\$100 per table
\$50 per bench
\$25 per chair
\$25 per other furniture item

By signing below, I agree that I:

Have read and accept the terms of the City of Savannah's Temporary Use Policy,

Understand the permit is nontransferable and nonrefundable, and

Have the responsibility of providing proof of indemnification of the City of Savannah and notifying the City and ceasing operation in the public right-of-way if my liability insurance expires, is canceled, or is transferred.

Signature of Applicant

Date

Please submit completed applications to:

City of Savannah
Office of Special Events, Film & Tourism
Attn: Tourism Division
1 Waring Drive
Savannah, GA 31404