

**TOWN OF BEDFORD, NH**

**TEMPORARY OUTDOOR DINING PERMIT APPLICATION**

**Purpose:**

This permit allows existing food service establishments that choose to operate under the “NH Stay at Home Order 2.0” to begin serving customers through outdoor seating. Establishments with previously approved outdoor seating do not need to apply for a temporary permit unless they request additional seating beyond what has been previously approved.

**Applicant Instructions:**

1. Review “Stay at Home 2.0 – Food Service Industry” and “NH Liquor Commission Industry Circular Number 2020-08” attachments (pages 6-12).
2. Complete page 2 from “establishment name” through “applicant signature and date”. This page will be your Temporary Outdoor Dining Permit if and when it is approved.
3. On page 3, provide information on your previously approved outdoor dining (if applicable) as well as your proposed seating plan. The proposed seating plan MUST show : dimensions of proposed area, number and size of tables, number of seats per table, spacing between tables, lighting (where applicable), and any other proposed changes.
4. On page 4, provide information on your proposed site plan. The plan must show areas and dimensions of curbside pickup areas, outdoor dining areas, temporary fences/barriers, tents, temporary signage, emergency access, protection from vehicle traffic, impacted parking spaces, etc.
5. On page 5, provide a brief narrative on your operations plan. The plan must include specific details on food service procedures and how your business, staff, and customers will maintain compliance with “NH Stay at Home Order 2.0” as well as all existing Planning, Building, Health, and Fire rules and regulations.
6. Email your completed application to Planning Director Rebecca Hebert: [rhebert@bedfordnh.org](mailto:rhebert@bedfordnh.org)
7. Once approved, your completed permit application will be emailed to “manager email” address provided on page 2.

Planning Department: (603) 472-5243  
Building/Health Department: (603) 472-3838  
Fire Department: (603) 472-3219

# TOWN OF BEDFORD, NH

## TEMPORARY OUTDOOR DINING PERMIT

Planning Department: (603) 472-5243  
Building/Health Department: (603) 472-3838  
Fire Department: (603) 472-3219

<b>APPROVED TO OPERATE</b>	Issue Date: _____
Approved # of Seats: _____	
Place of Assembly Permit Required: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Signature: _____ Planning Department	Date: _____
Signature: _____ Building/Health Department	Date: _____
Signature: _____ Fire Department	Date: _____

This permit allows existing food service establishments that choose to operate under the "NH Stay at Home Order 2.0" to begin serving customers through outdoor seating. Establishments with previously approved outdoor seating do not need a temporary permit unless they request additional seating beyond what has been previously approved. No establishment may exceed the maximum occupancy posted on their Food Service License or Place of Assembly Permit. All establishments must meet the requirements of the Bedford Planning, Building, Health, and Fire Departments. This permit shall expire on 10/15/20 or upon notification from the Governor of New Hampshire that the applicable Emergency Orders are no longer in effect (whichever occurs first). Any outdoor seating approved through this authorization shall be removed or returned to its original status (prior to this authorization) within 48 hours of the Emergency Orders expiring.

### CONDITIONS:

ESTABLISHMENT NAME: \_\_\_\_\_  
OWNER/OPERATOR'S NAME: \_\_\_\_\_  
ESTABLISHMENT ADDRESS: \_\_\_\_\_  
RESTAURANT MANAGER: \_\_\_\_\_  
MANAGER TELEPHONE: \_\_\_\_\_ MANAGER EMAIL: \_\_\_\_\_

**APPLICANT CERTIFIES ALL INFORMATION IS CORRECT AND ALL PERTINENT  
CODES, ORDINANCES, AND EMERGENCY ORDERS WILL BE COMPLIED WITH.**

NAME: \_\_\_\_\_  
Applicant Printed Name

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
Applicant Signature

Existing # of outdoor tables: \_\_\_\_\_ Existing # of outdoor seats: \_\_\_\_\_

Proposed # of outdoor tables: \_\_\_\_\_ Proposed # of outdoor seats: \_\_\_\_\_

Existing occupant load or # of indoor seats: \_\_\_\_\_

Alcohol Served:  Yes  No

Proposed operating hours: \_\_\_\_\_

The proposed seating plan MUST show : dimensions of proposed area, number and size of tables, number of seats per table, spacing between tables, lighting (where applicable), and any other proposed changes.

If the plan proposal includes a tent, the tent can only be used as a type of roof covering **without** sides. dimensions of the tent(s) MUST be provided.

Insert/Attach Seating Plan Below:

The proposed site plan must show areas and dimensions of curbside pickup areas, outdoor dining areas, temporary fences/barriers, tents, temporary signage, emergency access, protection from vehicle traffic, impacted parking spaces, etc.

If the plan proposal includes a tent, the tent can only be used as a type of roof covering **without** sides. dimensions of the tent(s) MUST be provided.

**Insert/Attach Site Plan Below:**

Insert/Attach Operations Narrative Below:



# Stay at Home 2.0

RESTAURANTS

## COVID-19 REOPENING GUIDANCE

GOVERNOR'S ECONOMIC REOPENING TASKFORCE



# STAY AT HOME 2.0

## FOOD SERVICE INDUSTRY

### Safeguarding Guidance:

The Governor's Economic Re-Opening Task Force recommends protocols for safeguarding all New Hampshire businesses during the coronavirus disease 2019 (COVID-19) pandemic. This industry-specific guidance is based on what is currently known about COVID-19 and is intended to protect the public's health and allow New Hampshire to remain open for business.

The intent of these recommendations is to reduce transmission of COVID-19 among employees and customers; support healthy business operations; and maintain a healthy work environment.

In addition to strict adherence to [U.S. Centers for Disease Control and Prevention \(CDC\)](#), [Equal Employment Opportunity Commission \(EEOC\)](#) and [Occupational Safety and Health Administration \(OSHA\) guidance](#), and [US Food and Drug Administration \(FDA\)](#), the State of New Hampshire recommends policies and procedures to protect consumers and employees, including:

#### Employee Protection Guidelines:

1. Follow Universal Guidelines for All New Hampshire Employers and Employees.
2. Follow CDC [guidance for Businesses and Workplaces](#).
3. Follow CDC guidelines for [Reopening Guidance for Cleaning and Disinfecting Businesses](#).
4. Follow [ServSafe COVID-19](#) training guidelines.
5. Conduct employee health screening as outlined in the Universal Guidelines for All New Hampshire Employers and Employees.
6. Build social distancing into food service operations to maintain a safe distance of at least 6 feet between employees and customers.
7. Employees [shall wear cloth face coverings](#) over their nose and mouth when at work and around others in settings where social distancing may be difficult.
  - a. Customers should also be asked to wear cloth face coverings when in a food service facility where social distancing is difficult (e.g. waiting in line for pick-up or seating).
  - b. Cloth face coverings worn by employees should be kept clean in accordance with CDC guidance.
8. Train all employees on the importance of frequent hand washing and the use of hand sanitizers with at least 60% alcohol content



# STAY AT HOME 2.0

## FOOD SERVICE INDUSTRY

### Consumer Protection Guidelines:

1. As an extension of the curbside and delivery model, restaurants are permitted to offer outdoor dining beginning on Monday, May 18, 2020. Restaurants are permitted to expand outside wherever an outdoor area can be set up safely, such as parking spaces close to entrances, sidewalks, existing patios, lawn areas. Outdoor areas must be able to be cleaned and disinfected, as appropriate. The outdoor space must be clearly delineated and distanced from the general public. If expansion is in a shared space, restaurants must coordinate and seek approval from local authorities.
2. Seated indoor dining is not permitted.
3. Tables for outdoor seating must be limited to no more than six (6) guests per table
4. Tables spacing must be maintained so people sitting at adjacent tables are more than 6 feet apart, and to allow employees/servers to stand back 6 feet from a group's table (e.g. when taking an order) and still maintain a minimum of 6 feet from other adjacent tables.
5. Reservations or call ahead seating is required to promote social distancing and prevent groups of guests waiting for tables. Establishments may use a text alert system to alert guests of available seating, an intercom system for guests waiting in their vehicles, or only one member of the party being allowed to wait in the waiting area for their table to be ready.
6. Reservations should be staggered to prevent congregating in waiting areas. Waiting areas should build in social distancing so customers and employees are spaced at least 6 feet apart (either through spacing of seating while waiting, or demarcation's on the floor).
7. Bar seating areas must remain closed.
8. Signage must be prominently posted throughout the venue to ask customers if they are experiencing COVID-19 symptoms, including:
  - a. Fever
  - b. Respiratory symptoms such as sore throat, cough, or shortness of breath
  - c. Flu-like symptoms such as muscle aches, chills, and severe fatigue
  - d. Changes in a person's sense of taste or smell
  - e. If you answered yes to any of these questions, please do not put our employees and other guests at risk and come back another day when you feel better.
9. Customers should be asked to bring and wear a cloth face covering when entering and exiting a facility to protect other patrons and employees during the seating and exiting process, or when getting up to use the restroom. Cloth face coverings are not required while a customer is seated and dining outdoors.
10. Alcohol-based hand-sanitizer must be made readily available at the reception desk for both customers and employees





# STAY AT HOME 2.0

FOOD SERVICE INDUSTRY

## Business Process Adaptation Guidelines:

1. Place hand sanitizer stations in restaurant lobby reception and bathrooms, as well as at cashier stations. Restrooms should be monitored and routinely cleaned and soap dispensers regularly filled.
2. Disinfect all front-of-house surfaces including door handles, screens, phones, pens, keyboards and other areas of hand contact every two hours, at a minimum.
3. To the extent possible, use menus that are disposable or sanitized between each use. A disposable ordering system is also advisable when possible to limit guest interaction with wait staff.
4. Use of 'self-serve' utensils, plates or napkins, are not allowed. Consider using rolled silverware and eliminating table presets.
5. Sanitize all tabletop items, including condiments, after each table turns (or use disposables).
6. Disinfect chairs, especially where contact occurs, after each table use.
7. No self-serve buffets or appetizers, condiments on a counter for use by multiple tables, or beverage station re-use.
8. No catering or large-group functions shall be allowed.
9. Restroom occupancy should be limited for group restrooms to incorporate social distancing, and waiting lines outside of restrooms should be avoided.





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**Relative and Applicable Statutes and Rules:** RSA 178:22; 178:13; 178:6; 178:12; 178:12-a; 178:8; 178:7; 178:20-a

## Outside Area Reopening for On- Premises Licensees

### 1. Purpose

In our continued efforts to assist New Hampshire liquor licensees during the COVID-19 pandemic, the New Hampshire Liquor Commission-Division of Enforcement & Licensing would like to offer additional information relative to Emergency Order #40 Exhibit C- Reopening Guidelines for Restaurants, as it relates to **outside areas**.

### 2. Discussion

Emergency Order #40 Exhibit C states, in part, “As an extension of the curbside and delivery model, restaurants are permitted to offer outdoor dining beginning on May 18, 2020. Restaurants are permitted to expand outside wherever an outdoor area can be set up safely, such as parking spaces close to entrances, sidewalks, existing patios, lawn areas. Outdoor areas must be able to be cleaned and disinfected, as appropriate. The outdoor space must be clearly delineated and distanced from the general public. If expansion is in shared space, restaurants must coordinate and seek approval from local authorities.”

In addition to restaurants, the order to open outside areas also applies to other on-premises licensees to include:

Certain Cocktail Lounge licensees, pursuant to RSA 178:22 to include:

Airports

Veterans Clubs, Private Clubs and Social Clubs

Hotels

Vessels

Sports Recreation Facility- Relative to Emergency Order #40

# NEW HAMPSHIRE LIQUOR COMMISSION

Division of Enforcement, Licensing and Education

**Industry Circular**

Number 2020-08

Issued: May 6, 2020



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Brew Pub licensees, pursuant to RSA 178:13- Restaurant/ tasting.

Liquor Manufacturer licensees, pursuant to RSA 178:6- Restaurant/ tasting.

Beverage Manufacturer licensees, pursuant to RSA 178:12- Restaurant/ tasting.

Nano- Brewery licensees, pursuant to RSA 178:12-a- Restaurant/ tasting.

Wine Manufacturer licensees, pursuant to RSA 178:8- Restaurant/ tasting.

Rectifier licensees, pursuant to RSA 178:7- Tasting only.

On-Premises Cigar, Beverage, and Liquor Licenses, pursuant to RSA 178:20-a.

All provisions of Exhibit C will apply to the above licensees if they choose to open outside areas.

The link to Exhibit C is: <https://www.governor.nh.gov/news-media/stay-at-home/documents/20200501-restaurants.pdf>

Please send notification, documents and/ or approvals to [reopen@liquor.nh.gov](mailto:reopen@liquor.nh.gov).

### 3. Questions

Please contact the New Hampshire Liquor Commission- Division of Enforcement & Licensing at 603-271-3521.

## Frequently Asked Questions

### Q. Can I serve alcohol in an outside area?

A. Yes. Beginning on May 18, 2020 and pursuant to Executive Order 40, Exhibit C provides an extension of the curbside and delivery model. Restaurant are permitted to expand outside wherever an outdoor area can be set up safely, such as parking spaces close to entrances, sidewalks, existing patios, lawn areas. Outdoor areas must be able to be cleaned and disinfected, as appropriate. The outdoor space must be clearly delineated and distanced from the general public. If expansion is in a shared space, restaurants must coordinate and seek approval from local authorities.



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**Q. Can I serve spirits (liquor) outside?**

**A.** If your licensee through the New Hampshire Liquor Commission- Division of Enforcement & Licensing allows you to serve spirits (liquor) under normal circumstances, you are allowed to serve spirits (liquor) to your extended service area outside.

**Q. Can I put a mobile bar in the outside area?**

**A.** Yes. You can set up a mobile bar/ serving station in the outside area. If the area is a shared space (i.e. shared parking lot, sidewalk, roadways), you are required to get approval from local authorities.

**Q. If my outside area is already approved, do I need to seek additional approvals?**

**A.** No. If your outside area is previously approved as a permanent extension of service, you do not need any additional approvals.

**Q. Do I need approval if I want to extend my service outside in a shared space (i.e. shared parking lot, sidewalk, roadways)?**

**A.** Yes. You are required to communicate with local authorities in order to get approval to extend your service to an area you would not typically be authorized to do so. Once approval is obtained from local authorities, documents can be sent to [reopen@liquor.nh.gov](mailto:reopen@liquor.nh.gov).

**Q. How do I notify the Division of Enforcement & Licensing about the extension of service to an outside area?**

**A.** Please send all local approvals and notifications to [reopen@liquor.nh.gov](mailto:reopen@liquor.nh.gov).

**Q. How long does the extension of service to an outside area last?**

**A.** The temporary extension of service to an outside area will last throughout the duration of the Executive Order. If you intend to have your outside area a permanent extension, normal procedures for approvals apply.

**Q. Where can I obtain additional information on the reopening guidelines?**

**A.** Additional information can be obtained on the New Hampshire Liquor Commission Division of Enforcement website at <https://www.nh.gov/liquor/enforcement/> under "News & Events". Direct link to the Stay at Home 2.0 Restaurants- Covid- 19 Reopening Guidance can be found at <https://www.governor.nh.gov/news-media/stay-at-home/documents/20200501-restaurants.pdf>.