



Town of Hillsborough
27 School Street
Hillsborough NH 03244
603-464-3877

Temporary Outdoor Seating Authorization

Date Received: _____ Authorization #: _____
Date Approved: _____ Expiration Date: **Expires with Emergency Orders**
Conditions: _____

Approval Signature: _____

Temporary authorization will be granted to restaurants to establish outdoor seating per the Stay at Home 2.0 Order and Guidelines. Authorization is limited to the time frame of the Emergency Orders and any seating approved under this authorization must be removed or returned to its original status (prior to this authorization) within 14 days of the Emergency Orders expiring.

Any outdoor seating during the COVID-19 pandemic must be reviewed and approved by the Code Enforcement Officer and Fire Department, before use of the space is allowed. Once the Authorization request has been submitted, please allow 48 hours for processing.

Property Information

Property Owner: _____ Map/Lot #: _____
Property Location: _____ Phone #: _____
Email Address: _____

Plan Information

of Tables: _____ # of Seats: _____ Alcohol Served: _____ Yes _____ No
Operating Hours: _____ Lighting changes: _____ Yes _____ No

Proposed Plan Layout

The Proposed Plan Layout must be attached on a separate sheet and MUST show - 1. Dimensions of Proposed Area, 2. Tables, 3. Number of Seats per table, 4. Spacing between tables, 5. Lighting, if app, and 6. 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. NOTE: An additional inspection and/or permit may be required with the use of a tent.

Stay at Home Order 2.0 – Restaurant 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
11. Establishments found in violation of these requirements may have this permit immediately revoked.