



Town of Peterborough NH

Temporary Outdoor Seating Authorization

Date Received: _____	Site Plan Review Meeting Date: _____
Restaurant Name: _____	Restaurant Owner's Name: _____
Phone: _____	Email: _____
Date Approved: _____	Expiration: Expires with Emergency Orders (or 10-31-20)
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 or October 31, 2020.

Governor Sununu's Order: <https://www.governor.nh.gov/news-media/emergency-orders/documents/emergency-order-40.pdf>

Any outdoor seating during the COVID-19 pandemic must be reviewed and approved by the Health Office 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 Owner Signature: _____	Date: _____
Property Location: _____	
Phone #: _____	Email Address: _____

Application Submittal:

Email this application and additional plans to LNorton@Peterboroughnh.gov and THerlihy@Peterboroughnh.gov.

Plan Information

of Tables: _____ # of Seats: _____ Alcohol Served: _____ Yes _____ No

Tent to be used: _____ Yes _____ Size? _____ No Alcohol Commission Notified: _____ Yes _____ No
Email: Reopen@Liquor.nh.gov

Sanitation plan: _____ Yes _____ No Emergency Exit Plan: _____ Yes _____ No

Operating Hours: _____ Lighting/Noise 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 applicable, 6. Exits from the area, and 7. 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 for 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 demarcations 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.

Inspection Checklist – General Restaurant Guidelines

1. Maximum number of chairs limited to 6 at each table. No catering or large group functions.
2. 6' Spacing between chairs and tables.
3. Protection of outdoor seating from vehicular impact.
4. Signage for "Seating by Reservation Only".
5. Covid-19 symptom signs posted throughout to ask customers the following:
 - a. Fever
 - b. Respiratory symptoms
 - c. Flu-like symptoms
 - d. Changes in 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.
6. Signage requiring masks for patrons as well as employees.
7. Signage for restroom location and limitation of restroom occupancy for social distancing.
8. Closure of interior seating and bar areas.
9. Alcohol-based hand-sanitizer available for customers and employees both in restaurant lobby and in restrooms.
10. System for alerting waiting guests for when their table is ready (line management, text alert system, intercom system).
11. Line areas demarcated at bathrooms and at reception or host stations.
12. Disposable or menus able to be sanitized.
13. No self-serve buffets or appetizers, shared condiments or beverage stations.
14. Easily accessible fire extinguishers.
15. Outdoor heating appliances will need to be used based on manufacturers listing and labeling.
16. Posted allowable Occupant Load.

Inspection Checklist – Restaurants serving alcohol

1. Receipt or copy of notification to Alcohol Commission.
2. Fencing for separation from public spaces.
3. Emergency exits clearly marked and exit paths clear and defined.

Inspection Checklist – Tents

1. Obtain local permits if required. Amended state law requires permits and inspections for all tents or canopies 400 square feet and larger.
2. Install tents and canopies in accordance with manufacturer's instructions and SFMO checklist: <https://www.nh.gov/safety/divisions/firesafety/documents/TentInspectionChecklist.pdf>
3. Tents shall not have sides (overhead cover only).
4. Complete all required local inspections.
5. Obtain Place of Assembly permit as needed from the local Fire Department. Permit will be based on State Fire Code occupant load numbers and not reduced COVID seating/social distancing. Reduced capacity to be determined by the restaurant based on the orders of the Governor and Health and Human Services.
6. Provide accessible routes from parking area to seating areas.
7. Provide accessible routes from seating area to public restrooms.