

**OUTSIDE SALES**  
**TEMPORARY PERMIT 90.36**

James O. Langfelder, Mayor and Liquor Control Commissioner

**In consideration submit application 5 working days before event**

**This permit allows a licensee to have sales outside until the regular business closing time.**

A permit for temporary outside sales is limited to 2 consecutive days.

Applicant Name (d/b/a): \_\_\_\_\_ License Class: \_\_\_\_\_

Address/Location: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Hours of Event: Start \_\_\_\_\_ A.M. / P.M. to \_\_\_\_\_ A.M. / P.M.

Number of people expected: \_\_\_\_\_

Will music be played outdoors? \_\_\_\_\_ YES \_\_\_\_\_ NO

If YES, time requested: \_\_\_\_\_ **City Council Approval Required**

Number of outside sanitary facilities: \_\_\_\_\_

Security must be furnished. Describe arrangement: \_\_\_\_\_

**DRAM SHOP INSURANCE MUST BE ATTACHED** with application. Outside area must be specifically covered.

The undersigned certifies that all information supplied in this application is true and correct and that I/We will advise the Liquor Commission, in writing, if any information supplied becomes invalid, or additional information is required by the Springfield Liquor Code, now or as hereafter amended.

The undersigned has received and read the rules and regulations governing temporary outside sales permits.

**Signatures required:** Individual Applicant, all Partners, or Officer of Corporation authorized to bind the corporation according to its Articles of Incorporation.

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Print Name \_\_\_\_\_

Title \_\_\_\_\_ Title \_\_\_\_\_

**WARNING: THE FILING OF THIS APPLICATION DOES NOT INDICATE APPROVAL.**  
**APPROVAL FROM THE SPRINGFIELD CITY COUNCIL IS REQUIRED.**

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

**FOR OFFICE USE ONLY:**

Alderman approval: \_\_\_\_\_ Mayor Approval: \_\_\_\_\_ Forwarded To Legal: \_\_\_\_\_

Application Fee (\$25.00): \_\_\_\_\_ Fee Per Day (\$50.00) \_\_\_\_\_ Total Due: \_\_\_\_\_

CODE: LTL T3

## OUTSIDE SALES POLICY

Upon application and payment of an investigation and processing fee as set forth in section 90.16, the holder of a Class AA, A, D, E, or G license may be issued a permit to sell alcoholic liquor as authorized by his classification, outside of the permanent structure and on the property where the licensee's permanent structure is located under the following conditions:

- (1) A temporary fencing, not less than four feet in height, made of wood or other similar material shall be erected. The fencing shall be designed and positioned so as to separate the licensee's patrons from the general public.
  - (2) Access into the outside area shall be from the permanent structure only and no access shall be permitted from the street, sidewalk or adjoining property. Emergency exits as required by city ordinance must be provided.
  - (3) No music of any kind may be played or broadcast from the outside area after 10:30 p.m. unless approved by The Liquor Commissioner.
  - (4) Outdoor portable sanitary facilities must be provided by the licensee as required.
  - (5) No sales or dispensing of alcoholic liquor may be made from the outside area or permanent structure to any person upon adjoining property, public street, sidewalk or alley, and no alcoholic liquor served in an open container may be removed from the outside area or permanent structure.
  - (6) Proof of dram shop insurance coverage on the outside area must be submitted with the completed application.
  - (7) Adequate security must be provided by the licensee.
  - (8) Outside area activities may not begin prior to 12:00 p.m. (noon) and will cease at 12:00 (midnight), and no outside permit will exceed the licensee current hours of operation.
- (b) An outside sales permit may be issued for a maximum of two consecutive days. Not more than two permits may be issued to a licensee during a calendar year.
- (c) The fee for an outside sales permit shall be \$50.00 for each day for which the permit is to be used. Issuance of an outside sales permit to a licensee shall be treated separately from the licensee's primary license and shall be subject to suspension or revocation by the commissioner for just cause.