

## **GUIDELINES**

### **Non-dining related activities at restaurants**

This guidance is designed to facilitate supplemental entertainment with dining activities at restaurants to increase business activity and revenues in a safe and responsible way during the COVID-19 pandemic.

Before the additional activities are approved, the owner or his/her/their designee shall submit the following application and a drawing detailing the space designated for entertainment to Jessica Gonthier via email at [jgonthier@townofwestspringfield.org](mailto:jgonthier@townofwestspringfield.org).

**These activities are permitted under the current guidance from the state; in the event that the state issues guidance that expressly prohibits these activities, then the Town reserves the right to revoke its authorization of these activities.**

- ✓ All existing state guidelines must be followed;
- ✓ Social distancing and masks must be enforced at all times;
- ✓ Hand sanitizer must be made available to guests;
- ✓ For music/entertainment the "act" needs to be at least 13' from other patrons;
- ✓ For music/entertainment, all members of the "act" must wear face coverings to the extent possible (face shields or other options are encouraged);
- ✓ No congregating in groups of more than 10;
- ✓ Patrons are not permitted to linger on the premises after dining has concluded and should be encouraged to limit their stay to less than an hour if possible

## BASIC INFORMATION

1. Business name:

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2. Business address:

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3. Business phone number:

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4. Owner/manager:

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5. Owner/manager email address:

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6. 24-hour contact number (In case of issues outside of normal business hours):

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7. Days/Hours entertainment will be performing:

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8. Describe the type of activity or entrainment (Please attach a drawing of area, as well):

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9. If you will be adding any equipment or other accessories (staging, sound systems, tents, etc.) please describe it below. Note: Additional approval may be required.

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Signature of applicant (Owner/Manager or Designee)

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Date

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Print Name