



# Winter Outdoor Dining Grant Overview

The Village of Mundelein is committed to supporting small businesses through the reopening of our economy. The Winter Outdoor Dining Grant is intended to help small businesses meet the necessary public health requirements and expand their seating occupancy in the coming months. Funds will be distributed as 50% reimbursements up to \$5,000 per business. The Village has allocated a total of \$150,000 to fund this grant program. Grant applications of \$5,000 or less will be accepted until this funding is fully committed.

## Eligible Expenses

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Eligible expenses for this grant program are limited to the following purchases or rentals:

1. Seasonal partitions or barriers for spacing between customers
2. Outdoor cover items (tents, canopies, awnings, gazebos, etc.)
3. Outdoor heating equipment (fuel/gas is not an eligible expense)
4. Outdoor lighting fixtures and equipment
5. Outdoor furniture (tables, chairs, etc.)

## Eligible Applicants

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- Owners of restaurants that are registered as a business physically operating in Mundelein
- Village of Mundelein liquor license holders

## How do I apply?

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Complete the Winter Outdoor Dining Grant Application. Please submit a completed application to the Village. Be sure to include all of the required attachments. Once applicants have received a Temporary Structure Permit from the Village, they may purchase or rent the approved equipment knowing that the Village will reimburse 50% of the total approved expenditures, up to \$5,000, upon submittal of evidence of payment. If purchases have been made prior to this grant offer and the applicant provides receipts, the Village can still consider the approval of reimbursement for eligible expenses.

## What approvals will be needed?

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Completed applications will be reviewed by the Village's Building and Community Development departments to ensure zoning, building, and fire requirements are satisfied. If approved, the Building Department will issue a temporary structure permit for a 180-day period.

## **Will I need to report my expenditures?**

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Yes. This grant program will fund reimbursements for actual costs incurred by the applicant in the eligible expense categories. Quotations and cost estimates will not be considered sufficient proofs of purchase or rental.

## **When will the funds be released?**

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Approved applicants will receive reimbursement once receipts for the qualifying expenses have been submitted to the Village and they have been reviewed and approved by Village Administration.

## **What documentation must be included with my application?**

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Please see the application checklist below.

## **Who can I contact if I have questions?**

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Tami Schafernak  
300 Plaza Circle  
Mundelein, IL 60060  
847-949-3223  
[info@mundelein.org](mailto:info@mundelein.org)

## **How do I submit the application?**

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The applications and checklist, along with all supporting documentation, must be submitted to:

Hard copy: Village Hall, 300 Plaza Circle, Mundelein, IL 60060  
Email: [info@mundelein.org](mailto:info@mundelein.org)

Application Checklist:

- Completed and Signed Application
- Property Owner Authorization (if applicant is not property owner)
- Site Plan
- Floor Plan
- Signed Liability Waiver
- Certificate of Insurance (coverage minimum of \$1 Million)



## OUTDOOR DINING GRANT AND PERMIT APPLICATION

Applicant Name:

Business Name:

Business Address:

Business Email:

Business Phone:

Number of Employees:

Funding Amount Requested:

Description of COVID-19 Impacts on your Business:

Desired Use of Funding (Please be specific):

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### SITE PLAN AND TEMPORARY STRUCTURE INFORMATION

1. Please attach a site plan indicating the location of any and all temporary structures on the property.
2. Size of the temporary structure(s).                      feet long by                      feet wide and                      feet high.

3. What is the structure made of? Please describe. Additional construction plans may apply.  
Note: Tents require a fire retardant label on all panels.
  
4. Details of how the structure is anchored to withstand the elements of weather and prevent against collapsing.
  
5. Emergency and exit lighting will be required. Please describe how power will be provided.
  
6. Will heat be provided? Yes      No      If so, what type of heating source is being provided?
  
7. Please indicate on the site plan the size and location of exits and entrances from the temporary structure and the locations of any entrances or exists from the primary building.
8. Please indicate on the site plan locations of all existing electrical meters, gas meters, power poles, light poles, and fire hydrants.
9. Please attach a floor plan of the temporary structure including table and chair layout and any other furniture or equipment in the space.
10. Fire extinguishers are required. Locations will be set by the Fire Inspector. Please note that fire extinguishers cannot be removed from the existing business.
11. No combustible materials, such as curtains or decorations, are permitted.

*Applicant must certify that the information provided in this application and the supporting information is true and accurate. Applicant understands and agrees that (1) the Village may require additional information or documentation before the application is accepted or processed; (2) the application may be rejected or denied, (3) even if the application is approved, the amount of funds approved for reimbursement may differ from the total grant funds requested.*

*In processing grant applications, Village staff will have discretion to determine the degree to which requested expenditures are necessary to support the intent of the program, and will be authorized to approve, deny, or limit grant funding made available to applicant. All grant applicants will be required to retain proof of expenditures and provide receipts to the Village in order to receive reimbursement.*

**Applicant Signature:**

**Date:**

**Property Owner Signature:**

*(If not the applicant)*

**Date:**

**ASSUMPTION OF RISK, WAIVER, INDEMNIFICATION, AND HOLD HARMLESS AGREEMENT**

I, \_\_\_\_\_  
(the "Owner"), for the establishment known as \_\_\_\_\_  
and located at \_\_\_\_\_  
for and in consideration of being permitted to provide winter outdoor service and/or dining utilizing outdoor equipment, including, but not limited to, seasonal partitions or barriers for spacing between customers, outdoor cover items (tents, canopies, awning, gazebos, etc.), outdoor heating equipment, outdoor lighting fixtures and equipment, and outdoor furniture (tables, chairs, etc.) (the "Property"), agree as follows:

1. Owner assumes all risk associated with Owner's winter outdoor service and/or dining and all Property permitted as a result of the winter outdoor service and/or dining, including, but not limited to, use of such Property, the risk of property damage and/or personal injury, death, damages or loss which Owner or any of Owner's employees, agents, customers or members of the public who use, seek to enter or have entered such Property may sustain.
2. Owner agrees to properly maintain the Property in accordance with the manufacturer's requirements and in such a manner to keep it reasonably safe for Owner or any of Owner's employees, agents, customers, or members of the public who use, seek to enter or have entered such Property.
3. Owner agrees to waive and relinquish any and all claims Owner may have arising out of, connected with, or in any way associated with Owner's use of the Property; and also fully releases, forever discharges, and covenants not to sue the Village of Mundelein, its officers, elected officials, agents, employees, and representatives from any and all claims for property damage and or personal injury, death, damages or loss which may occur in connection with Owner's use of the Property.
4. Owner agrees to fully and completely indemnify and hold harmless the Village of Mundelein, its officers, elected officials, agents, employees, and representatives against any liability, judgment, loss, cost, claim, damage (including consequential damage) or expense (including attorneys' fees and disbursements, settlement costs, consultant fees, investigation and laboratory fees) to which any of them may become subject insofar as they may arise out of or are based upon Owner's use of the Property.
5. Owner agrees to obtain commercially reasonable insurance acceptable to the Village of Mundelein for the use of the Property and agrees to name the Village of Mundelein as an additional insured pursuant to the terms of the permit.

Owner is authorized to sign this Assumption of Risk, Waiver, Indemnification, and Hold Harmless Agreement as or on behalf of the permit applicant. Owner has exercised his/her own judgement in deciding whether to sign this Assumption of Risk, Waiver, Indemnification, and Hold Harmless Agreement. Owner's decision to sign this Assumption of Risk, Waiver, Indemnification, and Hold Harmless Agreement was not based on or influenced by any declarations or representations of any officer, elected official, agent, employee, or representative of the Village of Mundelein. Owner has read, fully understands and agrees to the above stated conditions of use of the Property associated with or related to the permit.

\_\_\_\_\_  
Owner

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

Date: \_\_\_\_\_, 20\_\_\_\_