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**GUIDELINES FOR EXTENSION OF PREMISES
TO PATIO AND OUTDOOR AREAS**

1. Alcoholic beverages cannot be served outside a licensed establishment unless and until an application to extend the licensed premises has been approved.
2. An application to extend the premises must describe the area in detail: dimensions, number of tables and chairs, occupancy figures for inside area and outside area, bars, if any, etc.
3. It is essential that the licensee have control of the area in order to preclude service to underage persons, to intoxicated persons, etc. The premises must be enclosed by a fence, rope or other means to prevent patrons or members of the public from wandering in and out.
4. The outdoor area must be contiguous to the licensed premises and the licensee should have a view of the outside premises from inside. Egress from the inside to the outside must be clearly established. This will assure safe, uninterrupted service of alcoholic beverages.
5. The outdoor area must have adequate exits in case of emergency.
6. The licensing authorities should consider the type of neighborhood and the potential for noise in the environs.
7. Preferred are outdoor areas where alcohol is served to patrons who are seated at tables and where food is also available.

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