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| Licensing and Regulation Division  PO Box 43098, Olympia WA 98504-3098  Phone: (360) 664-1600 Fax: (360) 753-2710  [www.lcb.wa.gov](http://www.lcb.wa.gov) | | |  |
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| **Shared Outdoor Alcohol Service Area Operating Plans** | | | |
| To comply with [WAC 314-03-200](https://app.leg.wa.gov/WAC/default.aspx?cite=314-03-200), liquor licensees who want to participate in shared outdoor service areas must have an operating plan approved by the Liquor and Cannabis Board (LCB) before service in the area can begin.  An outdoor service area is an enclosed area that is contiguous (connected) to or located on the same property or parcel of land as the licensed business(es). Each property parcel or building must be in direct physical proximity to one another, physically connected, or touching along a boundary or at a point. The area must be enclosed using barriers at least 42” tall. Openings into the enclosed area cannot exceed a total of 10’ per side.  Email this completed form signed by all participating liquor licensees, along with site plan, proof of leasehold/ownership rights, and required photographs to: [sharedoutdoorservice@lcb.wa.gov](mailto:sharedoutdoorservice@lcb.wa.gov)  ***Note:*** *A new form must be submitted when changes occur. Changes include modifications to the outside service area and addition or removal of participating licensees.* | | | |
| **Site Plan Requirements** | | | |
| * Identification of the location of each participating licensed premises, and the shared outdoor service area * Location of barriers and all public entrances (must describe access, such as street, alley, parking lot, and list street names) * Furniture * North arrow indicator | | | |
| **Leasehold/Ownership Rights** | | | |
| Documentation for rights to operate in the outdoor service area, whichever applies:   * Deed or most recent tax statement, if owned * Lease, signed by landlord * City approval, if located on a public sidewalk or right-of-way | | | |
| **Photo Requirements** | | | |
| Include the entire outside service area:   * Barriers – to include verification of they are at least 42” tall * All areas located within the barrier * Furniture * Openings/entrances into outside service area   *Must include close-up photos approximately 5 feet away and medium-range photos approximately 15-20 feet away.* | | | |
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| |  | | --- | | **Operating Plan** | |  |   Describe in general how responsibility of the outdoor service area will be shared among the liquor licensees (such as distinctive glass ware, compliance with over-service laws, prevention of access to minors, etc.): | | | |
| **Attestation** | | | |
| **My signature below certifies I understand and will comply with the following requirements:**   1. Each licensee will use distinctly marked glassware or serving containers in the shared outdoor service area to identify the source of the alcoholic beverages. 2. All participating licensees have rights to operate in the designated space. 3. Each licensee must comply with rules and regulations pertaining to public and private outdoor service requirements as outlined in WAC 314-03-200. 4. Removal of alcohol in an open container from the shared outdoor service area is only permitted when a patron is reentering the licensed premises from the area where the alcohol was purchased. 5. All participating licensees are jointly responsible for any violation or enforcement issues that occur in the shared outdoor service area. 6. Each licensee must maintain separate storage of products and separate financial records. | | | |
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| **Participants** (If additional space is needed, submit an attachment with the same information.) | | | |
| **Licensee #1** | | | |
| **Trade Name:** | | **License Number:** | |
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| **Name:** | **Email Address:** | **Signature:** | |
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| **Licensee #2** | | | |
| **Trade Name:** | | **License Number:** | |
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| **Name:** | **Email Address:** | **Signature:** | |
|  |  |  | |
| **Licensee #3** | | | |
| **Trade Name:** | | **License Number:** | |
|  | |  | |
| **Name:** | **Email Address:** | **Signature:** | |
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