



The Eagle “Be Our Guest” Program

Program Overview and Application Process

To help our business partners in Eagle recover from the economic impacts of COVID-19, the Town of Eagle is creating a new hospitality special event program. The new program, entitled “Be Our Guest” allows restaurants and bars – which have limited seating under current health guidelines, to utilize town properties and adjacent areas as additional seating areas for their customers. This will allow restaurants and bars to serve a larger group of guests and recover some capacity for their business.

Restaurants and bars who wish to take advantage of this program need to go to the Town’s website at

<https://www.townofeagle.org/beourguest>

On the COVID-19 Resources page, the application is under the “Be Our Guest” section. The application itself will be brief because the site plan is the most important element. With the site plan the Town is looking for two key elements:

- What Town Right-of-Way, parks, sidewalks, or streets do you plan to use?
- Where will tables, chairs, and other furniture be located?

**It is the responsibility of the business owner to follow and comply with all health, safety and regulatory orders and rules.*

Using the site plan, restaurants can propose a solution that best suits their operations, staff, and service area, while meeting the objectives of public health and safety. Restaurants will be responsible for the maintenance/ cleaning of fixtures they propose to use. Once the Special Events manager has received a completed application, the Town will have departments provide an expedited review. These departments include:

- Special Events
- Eagle Police
- Eagle Public Works
- Town Clerk
- Greater Eagle Fire Protection District

The Town of Eagle is committing to processing all complete “Be Our Guest” applications within 48-72 hours. The review time may vary based on the complexity and safety issues resulting in the proposed operations plan. When the permit is APPROVED and returned to the restaurant, you may begin your new operations. More information on the “Be Our Guest” event is available on the Town’s COVID-19 resources page, and inquiries can be directed to Brian Hall, Town of Eagle Special Events Manager.

**Approximate time of approval process is 48 to 72 hours during business hours.
(5/22/20)*