



Temporary Restaurant Use Program For **BANQUET HALLS**

The City implemented a temporary program to allow banquet halls in Glendale to operate as restaurants for a limited time. Banquet halls must follow all LA County Public Health protocols for restaurants. Here's how to temporarily operate a banquet hall as a restaurant.

APPLY FOR A TEMPORARY CERTIFICATE OF OCCUPANCY (TCO)



A TCO allows banquet halls to operate as restaurants for a defined period of time with the same rights as an occupancy certificate (subject to certain conditions). It certifies the banquet hall's compliance with applicable laws and building codes, indicating its suitability for occupancy. A City inspection is required before the approval and issuance of a TCO.

APPLICATION

FOLLOW LA COUNTY PROTOCOLS

To operate as restaurants, banquet halls must follow the restaurant protocols set by the LA County Dept. of Public Health. Protocols include physical distancing measures, such as limiting occupancy to 60% of prior maximums and limiting six people per table; workplace policies to protect employee health (i.e. providing employees with required personal protective equipment); and measures for infection control such as cleaning and disinfection of menus.*



RESTAURANT PROTOCOLS



HAVE A CURRENT BUSINESS REGISTRATION CERTIFICATE (BRC)

Banquet halls and all businesses with a physical location in Glendale, including subleases, are required to apply for and maintain a valid Business Registration Certificate (BRC). Make sure your banquet hall has a current BRC on file.

APPLY ONLINE

*It is the responsibility of banquet hall operators to verify and implement the latest county protocols. The protocols stated on this flyer are as of June 24, 2020.



For more information, please visit [GlendaleCA.gov/BanquetHallProgram](https://www.GlendaleCA.gov/BanquetHallProgram)

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