



DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION
CITY OF CHICAGO

LIQUOR LICENSE PLAN OF OPERATION

Licensee: Private Loft Events, LLC/ DBA: The Loft at Monteverde

Premises: 1-9 N. Carpenter St. Flrs. 3-4
Chicago, IL 60607

Application Type: Retail Food (1006);
Consumption on Premises- Incidental Activity (1475);
Public Place of Amusement (1050); Outdoor Patio (1477)

Account Number: 418094

Site: 1

Pursuant to the City of Chicago Municipal Code Section 4-60-040 (h), the City of Chicago Department of Business Affairs and Consumer Protection (BACP) and the above named Licensee have agreed to the issuance of a Consumption on Premises – Incidental Activity liquor license, and Outdoor Patio liquor license under the following conditions:

- 1) This Plan of Operation is effective beginning October 16th, 2017.
- 2) **Hours of Operation** – The Licensee shall close no later than 12:00 am Sunday through Thursday and 1:00 am on Fridays and Saturdays. The Licensee shall close the outdoor rooftop patio at 9:30 pm Sunday-Thursday and 10:00 pm Fridays and Saturdays. The Loft at Monteverde will be working with City of Chicago licensed food and liquor catering companies for the food and liquor service of the the private events (weddings, birthday parties, bat mitzvahs and corporate events) only. The events will be strictly invite only and not open to the public.
- 3) **Occupancy** – Occupancy for the premises is 156 on the 3rd floor, 34 on the 4th floor, and to be determined on the rooftop outdoor patio; outdoor patio will not be utilized until the issuance of the outdoor patio license. Plan of operation will be amended to include the outdoor patio upon issuance and approval of its use.
- 4) **Noise Levels** – Licensee will monitor noise levels emanating from the Premises and shall take immediate action to alleviate and abate any excessive noise at any time while the Premises are in operation. Licensee shall regularly monitor the area around the Premises during all of its business hours in order to address and abate and potential noise complaints involving Licensee's business. Licensee will create a very dense sound barrier with plants and trees surrounding the entire outdoor space.



DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION
CITY OF CHICAGO

- 5) **Obtrusive Customer Behavior** – If a customer is inside the establishment and is acting obtrusively, security staff and/or the manager on duty are instructed to kindly approach the customer and request that the customer leave the premises. In addition, the manager on duty or security staff will assist the customer in getting a taxi, or if with friends, the manager on duty and/or security staff will also kindly request the friend(s) to please leave quietly with the obtrusive customer. In any event, assistance with getting a taxi will be offered.
- 6) **Loitering at Front Door** – While there will generally be some customer traffic at the front door, customers and other individuals will not be allowed to loiter in front of the premises. This includes waiting in line to enter the premises. Smoking will be prohibited completely on the premises. During this time, they must keep their noise level quiet or they will not be permitted to re-enter the premises.
- 7) **Accumulation of Litter** – Licensee will control the accumulation of litter from its customers and other individuals by maintaining a routine sweep of litter outside the establishment by its staff. The Licensee shall thoroughly clean the exterior premises daily to remove any trash and litter.
- 8) **Fights, Verbal Harassment and Criminal Activity** – Licensee will ensure proper monitoring of alcohol consumption by customers consistent with the BASSETT training of all managers, servers, security and other staff. In the event of a fight, verbal harassment incident or criminal activity outside the premises, security staff and the manager on duty are responsible to call 911 for emergencies. In the event of any such activity occurring within the premises, the manager on duty and security staff are instructed to immediately contact police, turn up lights, turn off music, intervene in a manner consistent with the safety of all individuals and if possible remove any offenders from the premises.
- 9) **Front Windows** – Licensee shall not cover, tint or otherwise obstruct the view from the street through the front windows of the premises.
- 10) **Traffic Flow** – The Licensee shall assist patrons requesting taxi/Uber/ Lyft services arriving at and departing from the licensed premises and ensure that taxis and other vehicles dropping off passengers at the licensed premises do so efficiently so that the flow of street traffic is not disturbed. Patrons exiting the premises who appear to be over served will be encouraged to take a taxi/Uber/Lyft home and will be assisted by security staff into taxis/Uber/Lyft.
- 11) **Package Goods** – Licensee will not sell package goods for consumption off the premises.
- 12) **Employees** – Alcohol serving staff will be required to hold Beverage Alcohol Sellers and Servers Educational and Training (BASSETT) certification by the Illinois Liquor Control Commission. The law shall not be violated by such grievous actions as serving alcohol to a minor, serving alcohol on any non-permitted portion of the public way, allowing the number of patrons to exceed capacity, or operating after hours.



DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION
CITY OF CHICAGO

- 13) **Operation** – Licensee shall not operate the Premises as a night club.
- 14) **Outdoor Lighting** – The Licensee shall install and maintain adequate lighting on all sides of the licensed premises. The lighting shall include 500 watt halogen or LED fixtures and be able to produce discernable images from a distance of 15 feet in front and on all sides of each entry and exit.
- 15) **Security Cameras / Video Surveillance** – The Licensee shall install a camera security system inside and outside of the premises as follows:
- a. The camera system shall have exterior wide-angle high-definition cameras;
 - b. The camera system shall have high-definition cameras;
 - c. The cameras are sufficiently light sensitive and provide sufficient image resolution to produce easily discernable images;
 - d. The images recorded by the cameras shall be capable of being viewed through use of compact disc, electronic file transfer and other digital media and shall be capable of being transferred to a variety of portable form of media including, but not limited to, compact disc and digital video disc;
 - e. The cameras shall view and shall be able to record images of persons and cars: 1) along the business' driveways/alleys; 2) outside the building within the parking lot (if applicable); 3) inside of the licensed premises within the public portions; 4) as they enter/exit the premises; and 5) on the sidewalks adjacent to the business property;
 - f. The cameras shall be able to record discernable images from a minimum of 15 feet in front of and on the sides of any business entrance;
 - g. The Licensee shall maintain video recordings for a minimum of 30 days, and indexed by date and time. All recordings shall be stored at the licensed premises in a secured manner and shall be made immediately available upon request of any City of Chicago agency.
 - h. The system will be centrally monitored and will be set to record when business is being conducted.
- 16) **Non-Smoking Laws** – The Licensee will enforce all applicable City and State non-smoking laws as they relate to both the interior and the exterior of the premises.
- 17) **Entertainment** – Licensee shall not employ or use so-called "promoters" or unlicensed persons or entities to market or promote any entertainment activities conducted at the premises. Licensee shall not have any event take place at the premises that involves a "Guest DJ."



DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION
CITY OF CHICAGO

- 18) **Outdoor Patio** - Licensee shall abide by Chapters 4-60-050(c) of the City of Chicago Municipal Code concerning the prohibition of any live or recorded music/TV being played or performed in any outdoor patio.
- 19) **Expansion** – Licensee agrees not to expand the Premises without first applying to the City of Chicago for the right to expand the Premises.
- 20) **Valet Service** – A valet parking operator license shall be required when the vehicle or the keys to the vehicle are given to the valet parking attendant on any part of the public way. Chicago businesses must comply with all relevant federal, state and city laws and rules including MCC 4-232. Adequate security will be posted by the valet service to ensure that the service is operating efficiently and professionally.
- 21) **Evacuation Plan** – Licensee will have an evacuation plan that has been approved by the Chicago Fire Department in case of an emergency. All personnel will be aware of the plan and will know how and when to evacuate all patrons as efficiently as possible.
- 22) **Meetings and Cooperation with Chicago Police Department** - The Licensee shall attend all 012th District C.A.P.S. (Community Alternative Policing Strategy) meetings, meetings with the office of the Alderman, Police Commander, the 012th District Business Meeting, and any similar CPD-sponsored meetings to improve awareness with community concerns of the neighborhood if requested to do so.
- 23) **Community Participation** – The Licensee shall work with the local alderman and local community groups at their request and upon reasonable notice to identify and address any issues with the operation of the business, including noise, loitering, crime and other quality of life issues.

The conditions of the Liquor License issued pursuant to this Plan of Operation are legally binding and may be enforced by the City of Chicago enforcement authorities under **MCC 4-60-040**. All other conditions of the license are governed by the City of Chicago Municipal Code. Violation of the above stated conditions may result in the imposition of a fine and/or suspension or revocation of all business licenses issued to Licensee. Violation of the above stated conditions may also result in the issuance of Cease and Desist Orders prohibiting the activity which violates the conditions of the liquor license.