



DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION  
CITY OF CHICAGO

**LIQUOR LICENSE PLAN OF OPERATION**

Licensee: West Wing Live, LLC

Premises: 2120 S. Jefferson  
Chicago, IL (the "Premises")

Application Type: Public Place of Amusement (1050), Incidental Consumption on Premises (1471),  
Retail Food (1006), Late Hour (1471), Outdoor Patio (1477)

Account Number: 417523

Site Number: 1

Pursuant to City of Chicago Municipal Code ("M.C.C.") Sections 4-60-040 (h), and 4-156-311 the Department of Business Affairs and Consumer Protection ("BACP") / Local Liquor Control Commission ("LLCC") of the City of Chicago and the above-named Licensee have agreed to the issuance of a Public Place of Amusement License, an Incidental Activity Consumption on Premises Liquor license, a Retail Food Establishment license, a Late Hour Liquor license and an Outdoor Patio License (collectively "Licenses") under the following conditions:

**I. Description: Music Venue/Multi-Purpose Event Center**

The Licensee will operate a multi-purpose event driven venue with an occupancy of 5,306 persons. The primary business activity will be a public place of amusement venue with ticket based admission, which shall include: private events, live music, corporate events, DJ performances, and other entertainment. Tickets may be sold on an assigned seat or general admission basis depending on the event/performer. Events open to the general public will all be ticketed.

This Plan of Operation will be implemented on any day and all hours the Licensee is open for business.

## **II. Prevent of Security / Public Nuisance Conditions**

### **1. Security Training**

The Licensee will train its security commensurate with Industry practices including training employees to have knowledge of the Licensee's evacuation plan in the event of fire or any other emergent circumstances. The Licensee will hold regular staff meetings during which it will discuss any public safety concerns it learns from the Chicago Police Department, the Local Liquor Control Commission or CAPS meetings. The Licensee shall cause all of its security personnel to complete a certified BASSETT program. Licensee shall attend all 012<sup>th</sup> District CAPS and Hospitality/Business meetings, meetings with the Police Commander and any similar CPD sponsored meetings.

Licensee shall provide security personnel at a ratio of at least 1 per every 100 expected patrons.

Security personnel will wear clothing clearly identifying them as "security" while on duty.

Security personnel will conduct "pat downs" of all patrons entering the Premises for events where metal detectors are not utilized. Licensee shall use metal detectors for screening patrons entering the Premises when warranted.

The Licensee shall limit the number of patrons to the occupancy limit listed on the Occupancy Placard by the Buildings Commissioner.

In the event patrons are waiting to enter the Premises a large vestibule is available as a waiting area. Should the number of waiting patrons exceed the allowable amount for the vestibule, patrons shall be instructed to line up in an orderly manner on the private property under the control of the Licensee adjacent to the Premises. Licensee shall provide an adequate number of security personal to monitor the waiting patrons.

The Licensee will display signs reminding patrons to not loiter and to respect the Licensee's neighbors, by exiting the Premises quietly.

The Licensee's manager will have a manager on site at all times and this manager will be the point person for Chicago Police and Fire Departments.

Licensee shall maintain a logbook with all incident reports and calls for service at the Premises.

### **2. Evacuation**

The venue has an emergency evacuation plan in place. In addition to the front main exit, there are three other means of evacuation, all of which are fully identified by illuminated signage. In case of an emergency, guests will be directed to the nearest exit by stage announcements, mega phones and security and venue staff. Stage personnel will turn off music and make an announcement with a loud speaker to safely walk to the nearest exit and instruct patrons to a gathering area(s) on the exterior of the Premises. All employees have designated evacuation roles.

### 3. Exterior Security

With regard to security in the areas adjacent to the Premises, multiple identifiable security personnel equipped with two-way radios will be on patrol at all times while the Licensee is open to the public. Specifically:

- a. Security personnel will patrol the Premises' exterior, including the entrances, exists, sidewalks and each of the Venue's parking lots;
- b. The Venue's parking lots will be illuminated;
- c. Security personnel shall take affirmative steps to remove loiterers and trespassers outside the Premises so that sidewalks and entrances to the Premises are not impeded. Security shall take affirmative steps to prevent patron from removing alcohol from the Premises and drinking on the public way.
- d. The Licensee shall deny entry to any patron who exhibits visible sign of intoxication, is not in compliance with the Licensee's dress code, or cannot produce valid government identification;
- e. A minimum of two security personnel will be positioned at the main entrance to the Premises;
- f. A minimum of 6 and a maximum of 20 security personnel posted on the exterior of the Premises will be charged with monitoring patrons entering or exiting the Premises and instructing them to: (i) not create any unnecessary loud noise; (ii) not loiter in front of the licensed establishment unless waiting for entry into the Premises; (iii) not loiter on adjacent properties and (iv) not litter in front of and curbside of the Premises and adjacent properties.
- g. All security personnel will be instructed ensure that the police are contracted via the City of Chicago's 911 emergency telephone system in the event security personnel observes unlawful activity.
- h. For large concert events, a "no re-entry" policy will be enforced.
- i. In the event any patron is injured or security personnel observes illegal activity, the incident shall be logged and documented on the Licensee's logbook. All incident reports should include: (1) the date and time of the incident; (2) a brief summary of the incident; and (3) the name of any known witnesses including their contact information.



- j. A representative of the Licensee shall attend all local and publicly announced CAP's meetings.

#### 4. **Late Hour Events**

Licensee shall limit the days when the Premises will utilize its Late Hour license by being open after 2 a.m. on a Sunday through Friday and/or after 3 a.m. on Saturdays (the "Late Hours") to no more than twelve (12) late hour events in each calendar year. In the event the Licensee plans to keep the Premises open for business for Late Hours, it shall inform the CPD's 12<sup>th</sup> District one week in advance of the type of event, the name of any performers and the expected amount of patrons.

#### 5. **Cooperation with CPD and BACP**

Licensee shall fully cooperate with the Chicago Police Department ("CPD") the Department of Business Affairs and Consumer Protection ("BACP") In the event that CPD detains, cites or arrests any individuals at or near the Premises stemming from an incident at or near the Premises, Licensee or its staff member, whichever has knowledge of the incident, shall fully cooperate with CPD and its subsequent investigation and prosecution, including, but not limited to, signing a complaint against any alleged offender and participating in any hearing(s) or trials. Licensee shall not expand the Premises without first applying to the City of Chicago for approval to expand.

#### 6. **Promoters**

Licensee shall not allow any Promoter to control the Premises for any event taking place at the Premises. Licensee must at all times:

- a. Control the staff working at the Premises;
- b. Control the decision to allow or deny any patron access to the Premises;
- c. Approve all marketing of any event that is to take place at the Premises;
- d. Ensure Promoters are aware of this requirement by including these requirements in any contracts with Promoters;

Provide copies of any Promoter agreements upon request by BACP/LLCC or any law enforcement official.

#### 7. **Bottle Service**

Bottle Service shall not be allowed on the Premises except in specific VIP areas that are clearly demarcated by a rope or other barrier. Each Bottle Service area shall contain at least one dedicated security personal and at least two (2) Bassett trained staff for each fifty (50) patrons present in such area.

#### 8. **Outdoor Patio**

Licensee's business premises includes an outdoor patio. Licensee agrees that the Licensee shall operate the outdoor patio in accordance with Chapters 4-60-140(g) and 4-60-050(c) of the City of Chicago Municipal Code concerning the prohibition of any live or recorded music being played or performed on any outdoor patio. Licensee agrees to take reasonable noise abatement measures to prevent any live or recorded music, being played inside the premises, from directly emanating into the open-air space of the premises. Licensee shall close the outdoor at 11:00 p.m. on Sunday through Thursday and 12:00 a.m. on

Fridays and Saturdays. The outdoor patio shall be staffed with a minimum of two (2) security guards at all times it is open to patrons. Licensee shall place visible signage around the outdoor patio reminding patrons that smoking is prohibited on the outdoor patio.

#### **9. Garbage**

Licensee will contract with a waste hauling company to provide an adequate number of bins/dumpsters to support refuse collection from pick up to pick up. Licensee staff shall ensure that the bins/dumpsters are kept in a slightly manner with no overflowing or lose garbage on or around the area. Additionally, Licensee will control the accumulation of litter from its customers and other individuals by maintaining a routine sweep of litter outside of the Premises by staff. The walk around sweeps will occur at opening and periodically through closing each night the Premises are open for business.

#### **10. Traffic Congestion / Public Nuisance Issues / Valet**

Licensee will contract with a valet company to provide valet services to the Licensee's patrons for certain events. Licensee shall ensure all contacted Valet companies are in compliance with the City of Chicago operating procedures and are in "good standing" status with the Illinois Secretary of State. Licensee shall post adequate security personnel to ensure that the valet service is operating efficiently and professionally. Licensee shall ensure that patrons keep quiet while waiting in line and shall prevent patrons from blocking the public way. Licensee shall discourage any illegal parking of vehicles by patrons in front of and around the premises by refusing to service any such person who is parking their vehicle illegally. Any such valet company shall assist Security (who shall have primary responsibility) with traffic flow in front of the Premises as follows:

- a. Parking valetted vehicles in surrounding parking lots;
- b. Operating with a podium and signage in the valet lane outside the Premises;
- c. Making valet personnel readily identifiable with specific clothing;
- d. Equipping valet supervising personnel with two-way radios which are connected to the Licensee's security team;
- e. Instructing valet personnel to refuse to surrender car keys to any person who is visibly intoxicated and, instead, facilitate cab service for such patrons;
- f. Enforcing a policy to report to the police via the City of Chicago's 911 emergency telephone system any unlawful activity witnessed by them or reported to them outside of the Premises.

#### **11. Exterior Safety Lighting / Surveillance Cameras**

**a. Exterior Lighting** *(Please see attached site diagram and camera/lighting specs.)*

Sufficient exterior lighting exists to illuminate the Premises' exterior.

**b. Surveillance Cameras** *(Please see attached site diagram and camera/lighting specs.)*

The Licensee has installed video surveillance cameras (the "Cameras") of sufficient number, type, placement and location to comply with all applicable City of Chicago ordinances, rules and regulations governing Late Night Exterior Safety Plans as of the date of this plan. Specifically:

- i. The Cameras can view and record activity in the front and on the sides of each patron entry to the Premises for a distance of fifteen feet, as measured from the point of entry;
- ii. The Cameras record at least as 480 lines of resolution per second and are light sensitive;
- iii. The Cameras' recorded images are capable of being viewed through the use of digital media and are capable being transferred to portable forms of media;
- iv. The Cameras do not have an audio capability;
- v. The Cameras shall be in operation and recording continuously twenty-four hours a day, seven days a week;
- vi. All Camera recordings will be indexed by date and time and will be preserved on the Licensee's computer system for at least thirty (30) days after recording;
- vii. Upon request, Camera recordings shall be made available to the City of Chicago Police Department, local liquor control commissioner or other authorized government official;
- viii. The Camera recordings shall be stored in a secured manner at the Premises with limited access to the Licensee's personnel;
- ix. The Licensee shall maintain a logbook documenting all requests for, access to, and dissemination and use of any recorded material made or captured by the required Cameras, including: (i) the date and time such entry was made, (ii) the reason why such entry was made; and (iii) the name of the person making the request or accessing, disseminating or using the recorded material. The Licensee will make copies of the logbook available upon request, for inspection by the City of Chicago Police



Department, local liquor control commissioner or other authorized government official; and

- x. The Licensee shall post signage in a conspicuous manner and at appropriate locations notifying its patrons that video surveillance is in progress.

The conditions of this liquor license are legally binding and may be enforced by City of Chicago enforcement authorities under M.C.C. §§ 4-60-040(h) and 4-156-311 (d)3(A). 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 the Licensee. Violations 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.

The conditions of the business licenses issued pursuant to this Plan of Operation shall apply to the business address and Licensee and to all officers, managers, members, partners and direct or indirect owners of the entity of which is licensed. The sale of the Licensee to other persons purchasing the stock of the licensed entity shall be subject to the same conditions set forth in this Plan of Operation. Any and all potential new owners of the licensed entity shall be subject to the same conditions set forth in this Plan of Operation.

It shall be the duty of every person conducting, engaging in, operating, carrying on or managing the above-mentioned business entity to post this Business License Plan of Operation next to the business license certificates in a conspicuous place at the business address.

**Licensee:** West Wing Live, LLC

**Address:** 2120 S. Jefferson  
Chicago, Illinois 60616



By: Nick Karounos, Manager  
West Wing Live, LLC

Date: 6/30/21



By: Shannon Trotter, Commissioner  
Local Liquor Control Commission  
City of Chicago

Date: