DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION

CITY OF CHICAGO

LIQUOR LICENSE PLAN OF OPERATION

Licensee:	311 West Monroe Location, LLC DBA: Convene at 311 West Monroe
Premises:	311 W. Monroe St., Floors 1-4 Chicago, Illinois 60606
Application Type:	Retail Food Establishment (1006), Consumption on Premises – Incidental Activity (1475), Caterer's Liquor License (1481) and Public Place of Amusement (1050)
Account Number:	459599
Site Number:	1

Pursuant to City of Chicago Municipal Code ("M.C.C.") Sections 4-60-040 (h) and 4-156-311 (d)3(A), 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 Retail Food Establishment license, a Consumption on Premises – Incidental Activity liquor license, a Caterer's Liquor License and a Public Place of Amusement license (collectively "Licenses") under the following conditions:

1. Licensee shall maintain sufficient trash containers to accommodate any additional waste generated. The Licensee shall ensure that all trash containers shall be locked and secured at all times.

2. Licensee agrees that it will not, at any time, apply for a City of Chicago Late Hour Liquor License.

3. Licensee agrees not to expand the Premises without, first, applying to the City of Chicago for the right to expand the Premises.

4. Licensee will enforce all applicable City and State non-smoking laws as they relate to both the interior and the exterior of the Premises.

5. Licensee shall immediately address any public nuisance issues which adversely impact the health, safety, and welfare of the community.

6. Licensee will provide the name and contact number for an on-site manager which can be shared with area neighbors for real-time response to noise concerns during all hours of operation.

7. Licensee shall regularly monitor the exterior area around the premises during its business hours in order to address and abate noise, loitering and littering complaints about Licensee's patrons or employees.

8. Licensee shall immediately notify the Police, by calling 911, of any illegal activity which it views in and around the Premises. Licensee shall document such incidents in a written property incident report retained at the property.

9. During events, a reasonable number of facility security and event staff, commensurate with the event, shall be strategically placed at the common exits, and restrooms within the establishment in order to survey the premises and prevent problems. Security personnel at the entrances shall enforce occupancy limits at all times.

10. Licensee shall regularly attend CAPS Beat meetings and CAPS hospitality meetings and agrees to set-up or attend meetings with the alderman, police commander, and community residents or groups to discuss any concerns regarding the operations of the Licensee's business.

11. Alcohol Server Training. All bar and wait staff will be BASSET or TIPS certified and will be trained with respect to the detection of fraudulent identification, such training shall be bi-annual regardless of each staff member's term of employment. All bartenders and wait staff will be trained to identify intoxicated patrons and will take pro-active steps to prevent the over intoxication of patrons.

12. Licensee agrees to abide by all applicable provisions of the City of Chicago Municipal Code, including not permitting customers to leave the Premises with open containers of alcohol, unless it is a partially consumed bottle of wine for off-premises consumption which has been "resealed" according to the provisions of the Illinois Liquor Control Act.

13. During evening events, Licensee will display a sign in a conspicuous location near the front door inside the Premises that reads, "Please Respect Our Neighbors, Please Exit Quietly and Do Not Loiter."

14. While Licensee or its clients may enlist the services of traditional PR firms, ad agencies, event planners and the like, Licensee will not employ so-called "promoters" or any unlicensed persons or entities who are in the business of promoting a DJ solely for music and dancing, who seek to create a nightclub atmosphere.

15. Proposed event areas will be available to building tenants, Convene members and their guests for private events which are expected to be for family, networking, business, social and charitable purposes. Charitable events may be open to the public and ticketed. The first-floor café area, however, will be open to the public daily and will allow for private and public events.

16. Licensee's entertainment shall be under the following conditions:

    a. Licensee will not operate a nightclub or dance club.
    b. Licensee may employ live bands.
    c. Licensee may employ disc jockeys when conducting a private or ticketed event.
    d. Licensee may install or otherwise designate a dance floor in its event areas when conducting a private or ticketed event.

17. Licensee agrees that this plan of operation cannot be modified or amended without input by the local Alderman.

The conditions of the licenses 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 licenses 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 licenses.

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 membership interests 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 Liquor License Plan of Operation next to the business license certificates in a conspicuous place at the business address.

DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION
CITY OF CHICAGO

Licensee: 311 West Monroe Location, LLC

Address: 311 W. Monroe St., Floors 1-4
Chicago, Illinois 60606

Andrew Webb

Andrew Webb, CFO
311 West Monroe Location, LLC

8/29/19
Date

Shannon Trotter, Commissioner
Local Liquor Control Commission
City of Chicago

8/29/19
Date