



DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION
CITY OF CHICAGO

LIQUOR LICENSE PLAN OF OPERATION

Licensee: 5 West Division Corp d/b/a Primary Night Club
Premises: 5 W. Division St., Chicago, IL 60610 (Basement Unit of Building)
Licenses: Tavern, Late Hour, Public Place of Amusement

Pursuant to the City of Chicago Municipal Code Sections 4-4-313 (d)(1) and 4-60-040(h), the City of Chicago Department of Business Affairs and Consumer Protection, the Local Liquor Control Commission (BACP/LLCC) and the above-named Licensee have agreed to the following license conditions concerning the operation of the business as a result of the community nuisance meetings beginning July 10, 2017, under 17-AT-1028:

1. **This plan of operation is effective beginning January 1, 2018.**
2. **Dedicated Security Staff:** Licensee shall cause the Premises to be staffed with properly trained individuals who only perform security related duties ("Security Attendant[s]").
 - a. Security Attendants shall wear distinctive uniforms which clearly identify them as security.
 - b. Licensee shall conduct Security Attendant meetings to discuss security issues at least once a month. Sign in sheets and minutes of the meetings shall be kept in management's office in the licensed Premises for a minimum of one (1) year and made available upon demand to BACP/LLCC or any law enforcement agency.
 - c. During the hours of operation that occur between 10 a.m. and 10 p.m. there shall be at least one Security Attendant on the Premises.
 - d. After 10 p.m. there shall be at least one Security Attendant for each 60 guests in the Premises.
 - e. When there are a total of 4 Security Attendants after 10 p.m., no fewer than two (2) of them shall be stationed at the front door and no fewer than two (2) of them shall be stationed within the Premises.
 - f. Security Attendants shall ensure the following occur within and adjacent to the Premises:
 - i. Prevent excessive noise from patrons entering and leaving the Premises and make use of respectful and firm reminders to patrons to leave the Premises in a quiet and respectful manner;

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- ii. Prevent exterior loitering in front of the Premises by conducting routine patrols around the building's exterior at regular intervals;
 - iii. Enforce City and State non-smoking laws;
 - iv. Prevent the accumulation of litter outside the Premises by routine sweeps, at hourly intervals throughout the hours of operation;
 - v. Maintain unobstructed flow of pedestrian traffic along the sidewalk, by directing lines against the exterior wall of the Premises, and safely and appropriately keep the line moving as quickly as possible without compromising security checks or occupancy limits.
3. **Proper Identification:** Patrons entering the Premises must be 21 years old or older. All patrons entering the Premises shall have their valid government issued ID scanned, verified, and logged by an electronic ID Scanner prior to entry. Names, addresses and times of entry for all patrons shall be kept in management's office in the licensed Premises for a minimum of thirty (30) days and made available upon demand to BACP/LLCC or any law enforcement agency. Licensee shall utilize ID Scanner's banned person feature to prevent patrons that previously caused problems from gaining future entry. All employees shall be trained to detect fake licenses or identification cards in order to ensure that no underage admission or drinking take place on the Premises.
4. **Employee Training:** All servers, bartenders, Security Attendants, and managers (anyone coming in contact with customers) shall be properly trained and meet all the minimum standards below before they are allowed on the Premises during business hours:
 - a. BASSET or TIPS certified – copies of current BASSET and/or TIPS Certificates for all servers, bartenders, Security Attendants, and managers shall be maintained on the Premises and available immediately upon request by BACP/LLCC or any law enforcement official;
 - b. Trained to identify intoxicated patrons and how to take pro-active steps to prevent intoxication of patrons; and
 - c. Trained with respect to the detection of fraudulent identification and proper operation of ID Scanner.
5. **Incident Monitoring and Reporting:** In the event of any fighting, disturbances of the peace, unruly behavior, or any criminal activity occurring within or within site of the Premises, the manger on duty shall immediately call 9-1-1 via a



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land line located at the Premises. If the incident is of a serious nature involving multiple individuals the lights shall be raised. Licensee shall maintain an incident log identifying the offender names (if known), date, time, and brief description of any of the types of incidents described in this paragraph. The log shall be kept in management's office in the licensed Premises for a minimum of one (1) year and made available upon demand to BACP/LLCC or any law enforcement agency.

6. **Video Surveillance System:** Licensee will install and maintain a video surveillance system, with 12 high resolution cameras (at minimum 4 exterior and 8 interior interior).
 - a. The system will cover all areas of the interior and exterior of the premises and will be centrally monitored and recorded utilizing a minimum 250 GB Digital Video Recorder.
 - b. The installation and maintenance of surveillance cameras installed at each building entrance and exit shall be employed and lighted in such a manner to easily identify persons entering and exiting the building.
 - c. The system will be set to record 24 hours each day.
 - d. All files of footage shall be kept in management's office in the licensed premises for a minimum of thirty (30) days and made available upon demand to BACP/LLCC or any law enforcement agency.
 - e. Licensee will keep a log of all instances of requests for, access to, dissemination and use of, recorder material made by video surveillance cameras. Copies of the access log shall be provided to BACP/LLCC or any law enforcement agency upon request.
7. **Exterior Lighting:** Adequate exterior lighting will be maintained in all areas.
8. **Occupancy Limits:** Licensee shall not allow the occupancy of the Premises to exceed the legally permitted occupancy. Licensee shall post personnel at all entry points and use clickers to ensure an accurate count of patrons is maintained through all hours of operation.
9. **Maintaining Order Of Entry Line:** Licensee shall take every effort to maintain an orderly line of patrons attempting to enter the Premises. If a line does build up, **the line shall be directed to the east of the Premises along Division Street going toward State Street** and Security Attendants shall maintain the line so it is orderly and does not cause public disturbances.



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10. **Use of Promoters:** Licensee shall not allow any Promoter to control the venue for any event taking place at the Premises. Licensee must at all times:
- Control the staff working at the Premises;
 - Control the decision to allow or deny any patron access to the Premises;
 - Approve all marketing of any event that is to take place at the Premises;
 - Ensure Promoters are aware of this requirement by including these requirements in all contracts with Promoters; and
 - Provide copies of Promoter agreements upon request by BACP/LLCC or any law enforcement official.
11. **Exit/Entry Doors:**
- Licensee will display a sign in a conspicuous location near the front door that reads, "Please Respect Our Neighbors, Please Exit Quietly."
 - The rear door of the Premises shall not be used for patrons entering or exiting the Premises. The rear door shall remain secure during all hours of operation and shall only be used by staff on "as needed" basis. Patrons may exit the Premises through the rear door in the event of an emergency only.
12. **CAPS and Community Meetings:** The Licensee or a representative shall attend all 018th District C.A.P.S. (Community Alternative Policing Strategy) and hospitality meetings. If requested, the Licensee or a representative shall attend meetings conducted by the Alderman, Police Commander, the 018th District Business Meeting, and any similar CPD-sponsored meetings to improve awareness with community concerns of the neighborhood. The Licensee shall meet with local community groups, upon reasonable notice, to identify and address any issues with the operation of the business, including noise, loitering, crime, or any other quality of life issues.
13. **Bottle Service:** Licensee shall cause to be used what is commonly known as "bottle locks" when making use of bottle service for its customers. A Licensee employee shall be the only person that unlocks the bottles for serving to guests. No bottle shall be outside a Licensee employee's control unless the bottle lock is installed preventing use of the bottle.
14. **Days and Hours of Operation:** Licensee may be open to the general public on Sundays through Fridays opening after 10:00 am and closing at 4:00 am and Saturdays opening after 10:00 am and closing at 5:00 am.



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15. Closing Procedures:

- a. At least one (1) hour prior to closing time through closing time:
 - i. Station at least one (1) Security Attendant at the front door to prevent any customers from entering the premises; and
 - ii. Station at least one (1) additional Security Attendant outside the establishment to patrol around the building's exterior, prevent loitering and excessive noise by patrons, and maintain unobstructed flow of pedestrians along the sidewalk;
- b. At least thirty (30) minutes prior to closing time:
 - i. Turn up all house lights;
 - ii. Turn all music down to an inaudible level; and
 - iii. Have at least one Security Attendant patrol inside the club asking customers to begin exiting the premises;
- c. By closing time all non-employees shall have exited the premises; and
- d. For at least one (1) hour after closing time:
 - i. station at least two (2) Security Attendants outside the establishment to:
 1. Patrol around the building's exterior to prevent loitering and excessive noise by pedestrians; and
 2. Maintain unobstructed flow of pedestrians along the sidewalk.

The conditions of this Liquor License Plan of Operation are legally binding and may be enforced by City of Chicago enforcement authorities under Section 4-60-040(h) of the City of Chicago Municipal Code. 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 liquor 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.

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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 statement.

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 Liquor license certificate in a conspicuous place at the business address.

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Premises: 5 W. Division St., Chicago, IL 60610 (Basement Unit of Building)

Derek Salter, President
5 West Division Corp.

Shannon K. Trotter
City of Chicago
Local Liquor Control Commissioner

4/9/18

Date

4/9/18

Date