

Valerie De La Rosa, *Chair*
Eugene Yoo, *First Vice Chair*
Donna Raftery, *Second Vice Chair*



Antony Wong, *Treasurer*
Emma Smith, *Secretary*
Brian Pape, *Assistant Secretary*
Mark Diller, *District Manager*

COMMUNITY BOARD NO. 2, MANHATTAN

3 WASHINGTON SQUARE VILLAGE

NEW YORK, NY 10012-1899

www.manhattancb2.org

P: 212-979-2272 F: 212-254-5102 E: info@manhattancb2.org

Greenwich Village ♦ Little Italy ♦ SoHo ♦ NoHo ♦ Hudson Square ♦ Chinatown ♦ Gansevoort Market

November 25, 2025

Director
Licensing Issuance Division
NY State Liquor Authority 163 W. 125th Street
New York, New York 10027

Dear Sir/Madam:

At its Full Board meeting on November 20, 2025, Community Board #2, Manhattan (CB2, Man.) adopted the following resolution:

555 Broadway Location LLC 555 Broadway, 2nd floor 10012 (OP–Catering Establishment)

- i. **Whereas**, the Applicant and the Applicant’s attorney appeared before Community Board 2, Manhattan’s SLA Licensing Committee #1 to present an application to the NYS Liquor Authority for an On-Premises Catering Establishment Liquor License to operate a catering establishment for corporate meetings and event space on the second floor created by the combination of two block-through buildings, a 12-story commercial building (549-555 Broadway, Block #498/Lot #11, ca. 1900, altered 2024) and a 10-story commercial building (557 Broadway, Block #498/Lot #9, ca. 1999) on Broadway between Prince and Spring Streets, the buildings falling within NYC LPC’s designated SoHo-Cast Iron Historic District and the Special SoHo-NoHo Mixed Use District; and
- ii. **Whereas**, the second floor premises is approximately 32,000 sq. ft. with 23,360 sq. ft. being the usable area; there is one (1) entry serving as patron ingress and egress, additional emergency exits via stairway and elevator, and five (5) bathrooms; the configuration of seating will change based on the event, there will be six (6) meeting rooms having between 24 and 36 maximum seats each, one “theatre” having approximately 252 seats (located in the 557 Broadway portion of the premises) and a large open area that can have multiple configurations, the diagram supplied with the application showing approximately 44 tables and 124 seats, with a maximum legal occupancy of 452 persons; there are no operable windows and no outdoor seating; and
- iii. **Whereas**, the Applicant stating that their primary function is to hold corporate meetings and events, those meetings/events mostly taking place weekdays between the hours of 8 AM and 6 PM but that there are occasions for corporate events on the weekends and in the evenings, especially around the holidays, and that all events are corporate in nature – there will not be events for weddings, birthday parties or similar celebrations, the agreed upon hours of operation will be 7 AM to 9 PM Sundays and Mondays, 7 AM to 10 PM Tuesdays through Thursdays and 7 AM to 9:30 PM Fridays and Saturdays; music will be primarily at background levels though there may be some events with live music and/or DJs; there will be no promoted events, scheduled performances or cover fees and no velvet ropes; and

- iv. **Whereas**, the premises to be licensed has never previously been licensed for the service of alcohol and was used by Scholastic, a publishing company, for offices and meetings; a number of residents and the local block association (Broadway Residents Coalition) sent letters and came to speak raising concerns about the application, those concerns included group events with upwards of 300 persons arriving and departing at the same time, the initially proposed hours of a midnight closing 7 days a week, noise from deliveries and load ins / load-outs in the early morning and late evening hours, fumes from refrigerator trucks and traffic congestion, especially if buses were used to transport guests; there were additional questions raised about whether the use was permitted under zoning , the Special SoHo-NoHo Mixed Use District limiting eating or drinking establishments to 8,500 sq. ft. of floor area per establishment; and
- v. **Whereas**, the Applicant explaining that they are making alterations to 557 Broadway which will return its use to office, 555 Broadway is currently zoned for office use and that the kitchen which is located in 555 Broadway according to the Applicant is an accessory use to the office designation and that as a result they are not bound by the 8,500 sq. ft. limit, the Applicant has approximately 15 other locations in New York City with the same method of operation and according to the Applicant they all are filed with Department of Buildings as office use; the Applicant working with the community to close not later than 10 PM on any night, stating that there would be no transport of guests via buses and that they would have a team member on-site to manage drop-offs and pick-ups at any event over 100 persons, in addition to added traffic coordinators/security; hours for deliveries, load-ins / load-outs was discussed during CB2's SLA Committee meeting and it was stated they would happen between the hours of 7 AM and 6 PM but when presented with stipulations stating the same, the Applicant requested hours for load-in / load-outs of 5 AM to 11 PM, with additional fees being charged to clients for the earlier / later hours to discourage off-hour logistics but that they needed to have the flexibility if needed; and
- vi. **Whereas**, the Applicant has executed and has had notarized a Stipulations Agreement with Community Board 2, Man. that they agreed to submit to the NYSLA and agreed would be attached and incorporated into the "method of operation" of the liquor license, with those stipulations being as follows:
1. Will operate a catering establishment for corporate meetings and events with a full-service kitchen capable of preparing food for and serving at least 50 persons.
 2. The hours of operation will be from 7 AM to 9 PM Sundays and Mondays, 7 AM to 10 PM Tuesdays through Thursdays and 7 AM to 9:30 PM Fridays and Saturdays. All patrons will be cleared and no patrons will remain after stated closing time.
 3. All events will be corporate in nature. Will not operate as a banquet hall and will not hold events for weddings, birthday parties, bar or bat mitzvahs or similar celebrations
 4. Will use Broadway as the patron / guest entry for all events. No patrons will enter through Mercer Street.
 5. Will not operate as a Lounge, Tavern or Sports Bar or pay as you go clients or allow any portion of premises to be operated in that manner.
 6. Will not operate a backyard garden or any other outdoor area for commercial purposes.
 7. Will predominantly play recorded background music at conversational levels though there may be events with live music and DJs Will not have televisions.
 8. Will have not more than eight (8) events per year which may end at 11 PM. No patrons will remain after 11 PM.
 9. Will have not more than three (3) events per month on the weekends (Saturdays or Sundays).
 10. Will close window shades not later than 11 PM whenever lighting remains on past that time (exclusive of emergency lights)
 11. Will ensure cleaning of grease traps and hauling occurs between the hours of 7 AM to 6 PM Mondays through Fridays only.
 12. Will ensure the kitchen ventilation is on the rooftop and complies with all NYC Mechanical Code.

13. Deliveries will occur on Mercer Street only utilizing the Mercer Street freight elevator between the hours of 7 AM and 6 PM.
 14. Load-ins / load-outs will occur on Mercer Street only utilizing the Mercer Street freight elevator between the hours of 5 AM and 11 PM with additional fees being charged to clients for load-ins / load-outs not occurring between the hours of 7 AM and 6 PM as an incentive to discourage off-hour logistics. There will be no load-ins / load-outs during the overnight hours.
 15. Will ensure that all delivery trucks turn off their engines except in the case of refrigerator truck generators.
 16. For any event of 350 persons or more, will notify a designated community member prior to such event to alert them of specific day(s) and time of event and number of persons attending.
 17. Will have at least one consistent dedicated staff member assigned to monitor arrivals and departures of guests on the exterior of the premises (on the ground floor) in addition to any hired security or traffic management teams at any event of 100 persons or more.
 18. Will have guidelines in place to manage any events that include numerous persons arriving or departing by for-hire vehicles and/or dedicated buses to manage any impacts to traffic on Broadway and/or Mercer Street and related sidewalks.
 19. Will hire security as needed and for any event of 100 persons or more.
 20. Will comply with all aspects of NYC Noise Code.
 21. All digital displays/monitors/TVs/projectors in any common areas will operate in “closed caption” mode only without sound, and any digital displays/monitors/TVs/projectors in the meeting spaces will be used only during presentations.
 22. Will close all doors and windows at all times, allowing only for patron ingress and egress.
 23. Will not make changes to the existing façade except to change signage or awning.
 24. Will comply with NYC Department of Buildings Regulations and keep current at all times required Permits and Certificates.
 25. Will provide ALT-1, PACO and TCO for 557 related to the office use with the Place of Assembly Resolution document on the removal of the egress corridor at 555 and Letters of Approval (LOA) for FDNY for both properties.
 26. Will not have any of the following: promoted events, any event where a cover fee is charged, scheduled performances, or velvet ropes or barricades.
 27. Will appear before CB2, Man. prior to submitting changes to any stipulation agreed to herein.
- vii. **Whereas**, this application being subject to the 500 Foot Rule requiring the Applicant to demonstrate that the public interest would be served by the granting of the on-premises liquor license at this location, there being **30 active licensed premises** within 750 ft. and 3 pending licenses according to LAMP, the Applicant having worked with the local community in regards to hours and efforts to mitigate impacts due to traffic and patrons during arrival and departure, the agreed upon hours and stipulations being reasonable, the public interest being established albeit subject to the Applicant and Licensee abiding by those agreed upon stipulations; and

THEREFORE BE IT RESOLVED that Community Board 2, Manhattan recommends **denial** of the application for an on-premises restaurant liquor license for **555 Broadway Location LLC 555 Broadway, 2nd floor 10012 unless** the statements presented by the Applicant are accurate and complete and that the conditions and stipulations agreed to by the Applicant are incorporated into the “method of operation” of the NYSLA liquor license in order to create public interest for the issuance of this liquor license.

Vote: Unanimous, 38 Board Members in favor.

We respectfully request that your agency take action consistent with the positions expressed in the above.

Sincerely,



Donna Raftery, Chair
SLA Licensing 1 and 2 Committees
Community Board #2, Manhattan



Valerie De La Rosa, Chair
Community Board #2, Manhattan

VDLR/em

cc: Hon. Daniel Goldman, Congressman
Hon. Brad Hoylman-Sigal, NY State Senator
Hon. Brian Kavanagh, NY State Senator
Hon. Deborah J. Glick, NY State Assembly
Hon. Grace Lee, State Assembly Member
Hon. Brad Lander, NYC Comptroller
Hon. Michael Levine, Man. Borough President
Hon. Erik Bottcher, NYC Council Speaker
Hon. Christopher Marte, NYC Council Member
Thomas Donohue, Deputy Commissioner of Licensing, NY State Liquor Authority



COMMUNITY BOARD NO. 2, MANHATTAN

3 WASHINGTON SQUARE VILLAGE

NEW YORK, NY 10012-1899

www.manhattancb2.org

P: 212-979-2272 F: 212-254-5102 E: info@manhattancb2.org

Greenwich Village ♦ Little Italy ♦ SoHo ♦ NoHo ♦ Hudson Square ♦ Chinatown ♦ Gansevoort Market

Community Board 2 Liquor License Stipulations

**The original signed and notarized form must be returned to the CB2 office by Friday, November 14, 2025.
If not returned 24 hours prior to CB2s full board meeting, the application will be denied.**

I, **Ryan Simonetti** as the CEO of **555 Broadway Location LLC dba Convene** located at **549-557 Broadway, New York, NY 10012**, agree to the following stipulations:

Application Type: Catering Establishment–Liquor RW TW Alteration Other:

Premise will be advertised and operated as a catering establishment for corporate meetings and events.

Hours of operation:


Sunday:	7 AM	to	9 PM	Thursday:	7 AM	to	10 PM
Monday:	7 AM	to	9 PM	Friday:	7 AM	to	9:30 PM
Tuesday:	7 AM	to	10 PM	Saturday:	7 AM	to	9:30 PM
Wednesday:	7 AM	to	10 PM				

(Premises will open no earlier than stated opening time and **NO** patrons will remain after stated closing time.)

- Will operate a catering establishment for corporate meetings and events with a full-service kitchen capable of preparing food for and serving at least 50 persons.
- All events will be corporate in nature. Will not operate as a banquet hall and will not hold events for weddings, birthday parties, bar or bat mitzvahs or similar celebrations.
- Will use Broadway as the patron / guest entry for all events. No patrons will enter through Mercer Street.
- Will not operate as a Lounge, Tavern or Sports Bar or pay as you go clients or allow any portion of premises to be operated in that manner.
- Will not operate a backyard garden or any other outdoor area for commercial purposes.
- Will predominantly play recorded background music at conversational levels though there may be events with live music and DJs.
- Will have not more than eight (8) events per year which may end at 11 PM. No patrons will remain after 11 PM.
- Will have not more than three (3) events per month on the weekends (Saturdays or Sundays).
- Will close window shades not later than 11 PM whenever lighting remains on past that time (exclusive of emergency lights).
- Will ensure cleaning of grease traps and hauling occurs between the hours of 7 AM to 6 PM Mondays through Fridays only.
- Will ensure the kitchen ventilation is on the rooftop and complies with all NYC Mechanical Code.
- Deliveries will occur on Mercer Street only utilizing the Mercer Street freight elevator between the hours of 7 AM and 6 PM.
- Load-ins / load-outs will occur on Mercer Street only utilizing the Mercer Street freight elevator between the hours of 5 AM and 11 PM with additional fees being charged to clients for load-ins / load-outs not occurring between the hours of 7 AM and 6 PM as an incentive to discourage off-hour logistics. There will be no load-ins / load-outs during the overnight hours.
- Will ensure that all delivery trucks turn off their engines except in the case of refrigerator truck generators.
- For any event of 350 persons or more, will notify a designated community member prior to such event to alert them of specific day(s) and time of event and number of persons attending.
- Will have at least one consistent dedicated staff member assigned to monitor arrivals and departures of guests on the exterior of the premises (on the ground floor) in addition to any hired security or traffic management teams at any event of 100 persons or more.
- Will have guidelines in place to manage any events that include numerous persons arriving or departing by for-hire vehicles and/or dedicated buses to manage any impacts to traffic on Broadway and/or Mercer Street and related sidewalks.
- Will hire security as needed and for any event of 100 persons or more.
- Will comply with all aspects of NYC Noise Code.

- All digital displays/monitors/TVs/projectors in any common areas will operate in "closed caption" mode only without sound, and any digital displays/monitors/TVs/projectors in the meeting spaces will be used only during presentations.
 - Will close all doors and windows at all times, allowing only for patron ingress and egress.
 - Will not make changes to the existing façade except to change signage or awning.
 - Will comply with NYC Department of Buildings Regulations and keep current at all times required Permits and Certificates.
 - Will provide ALT-1, PACO and TCO for 557 related to the office use with the Place of Assembly Resolution document on the removal of the egress corridor at 555 and Letters of Approval (LOA) for FDNY for both properties.
- Will not have: Promoted Events Any event where cover fee is charged Scheduled Performances
 Velvet ropes or metal barricades
- Will appear before CB2, Man. prior to submitting any changes to any stipulation agreed to herein.

Residents may contact the Manager/Owner at the following phone number. Any complaints will be addressed immediately
 Allan Beardslee -
 Name: VP, Procurement & Operational Excellence Phone Number: (609) 203-6083

 Signed _____	<u>RYAN SIMONETTI</u> Print Name	<u>11/18/25</u> Dated
Sworn to this <u>18</u> day of <u>November</u> 2025 <u>Inga Squillace</u>		
		<div style="border: 1px solid black; padding: 2px; font-size: small;"> INGA SQUILLACE Notary Public - State of New York NO: 01500033476 Qualified in Kings County My Commission Expires Feb 4, 2026 </div> Notary Public

CB2 and Applicant/Licensee request that the SLA add these stipulations to the method of operation/conditions of license