

# Manhattan Community Board 4

# Liquor License/Sidewalk Cafe Stipulations Application

(All Fields Must Be Completed)

<b>CORPORATION NAME</b>		<b>DOING BUSINESS AS (DBA)</b>	
DELILAH NYC, LLC		DELILAH	
<b>STREET ADDRESS</b>		<b>CROSS STREETS</b>	<b>ZIP CODE</b>
50 9TH AVENUE, NEW YORK, NY		W 14TH ST & W 15TH ST	10011
<b>OWNER</b> <small>(Attach a list of all the people that will be associated/listed with the license)</small>	<b>NAME:</b> BRIAN TOLL	<b>ATTORNEY/ REPRESENTAIVE</b>	<b>NAME:</b> JOSEPH LEVEY & MATTHEW COLTON
	<b>PHONE:</b> 310-859-1011		<b>PHONE:</b> 212-219-1193
	<b>EMAIL:</b>		<b>EMAIL:</b>
<b>MANAGER</b>	<b>NAME:</b> ADAM KORAL	<b>LANDLORD</b>	<b>NAME:</b> MEPA REALTY LLC
	<b>PHONE:</b> 310-990-7712		<b>PHONE:</b>
	<b>EMAIL:</b> ADAM@HWOODGROUP.COM		<b>EMAIL:</b>
<b>APPLICATION TYPE</b> ( <input checked="" type="checkbox"/> <i>Liquor License</i> <input type="checkbox"/> <i>Unenclosed Sidewalk Cafe</i> )			
<input checked="" type="checkbox"/> <b>New</b>	Has applicant owned or managed a similar business?		<input checked="" type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>
	What is/was the name and address of establishment?		<b>SEE ATTACHED</b>
	What were the dates applicant was involved with this former premise?		<b>SEE ATTACHED</b>
<input type="checkbox"/> <b>Corp</b> <b>Change/Class</b> <b>Change/Removal</b>	What is the license # and expiration date?		
	Is applicant making any alterations or operational changes?		<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>
	<i>If alterations or operational changes are being made, please describe/list all changes.</i>		
<input type="checkbox"/> <b>Alteration</b>	What is the current license # and expiration date?		
	<i>Please list/describe the nature of all the changes and attach the plans:</i>		
<b>METHOD OF OPERATION</b>			
<b>TYPE OF ALCOHOL</b>	<input checked="" type="checkbox"/> Liquor/Wine/Beer & Cider	<input type="checkbox"/> Beer & Cider	<input type="checkbox"/> Wine/Beer & Cider
<b>ESTABLISHMENT TYPE</b>	<input checked="" type="checkbox"/> Restaurant <input type="checkbox"/> Cabaret <input type="checkbox"/> Night Club <input type="checkbox"/> Hotel <input type="checkbox"/> Bar/Tavern <input type="checkbox"/> Catering Establishment		
	<input type="checkbox"/> Adult Entertainment <input type="checkbox"/> Wine Bar <input type="checkbox"/> Dance Club <input type="checkbox"/> Sports Bar <input type="checkbox"/> Club (Fraternal Organization – Members Only)		
Has applicant/owner filed with the SLA? If yes, when? If no, when do you plan to file?		<b>YES</b>	<b>NO</b>
Is the 500 Foot Rule applicable? If yes, please attach a diagram of the On-Premise Liquor license establishments within a 500 ft. radius of your establishment and the Public Interest Statement.		<b>YES</b>	<b>NO</b>
Is the 200 Foot Rule applicable? If yes, please attach a diagram of the schools and houses of worship that trigger the rule.		<b>YES</b>	<b>NO</b>
Has applicant/owner(s) read MCB4 Policy Regarding Concentration and Location of Alcoholic-Serving Establishments?		<b>YES</b>	<b>NO</b>
		<b>NO, WILL FILE SHORTLY AFTER MCB4 MEETING.</b>	
		<b>YES, PLEASE SEE ATTACHED</b>	
		<b>NO</b>	
		<b>YES</b>	

**OPERATIONAL DETAILS (\*Closing time will be when establishment is vacated of all patrons )**

HOURS* <i>(Indoor Only)</i>		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	<b>Operation</b>	12PM - 2AM	12PM - 2AM	12PM - 2AM	12PM - 2AM	12PM - 2AM	12PM - 2AM	12PM - 2AM
	<b>Kitchen</b>	12PM - 2AM	12PM - 2AM	12PM - 2AM	12PM - 2AM	12PM - 2AM	12PM - 2AM	12PM - 2AM
	<b>Music</b>	12PM - 2AM	12PM - 2AM	12PM - 2AM	12PM - 2AM	12PM - 2AM	12PM - 2AM	12PM - 2AM

If you plan to have music, what type(s)? (Circle all that apply)

BACKGROUND    
  LIVE MUSIC    
  DJ    
  JUKE BOX    
  KARAOKE

**OCCUPANCY**

	Capacity (Certificate of Occupancy)	Maximum # of Persons You Anticipate Occupying Premises (Including Employees)	Number of Tables	Number of Seats	Number of Service Only Bars	Number of Stand-Up Bars	Number of Seats at Stand-Up Bar
<b>INSIDE</b>	420	350	30	190	1	1	20
<b>OUTSIDE</b> <i>(Other than sidewalk café )</i>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>SIDEWALK CAFÉ</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A

How many floors are there? What is the capacity for each floor?     **2 (GROUND FLOOR: 20; BASEMENT: 400)**

How frequently will the owner(s) be at the establishment?     **REGULARLY**

Will there be dancing?      YES      NO

Will applicant have bottle or table service for beverage alcohol?      YES      NO

Will you be hosting private; promotional or corporate events?      YES      NO

Will outside promoters be used on a regular basis? If yes please describe.      YES      NO

Will you have a security plan? If, yes please attach.      YES      NO

Will security plan be implemented?      YES      NO

Will State certified security personnel be used?      YES      NO

Will New York Nightlife Association and NYPD Best Practices be followed?      YES      NO

Will applicant be using delivery bicycles? If yes, how many?      YES      NO

Will delivery bicycles be clearly marked with the name of the restaurant and will staff wear attire clearly noting name as described by NYC Law?      YES      NO     N/A

Where will delivery bicycles be stored during the day when not in use?     N/A

LOCATION & ZONING			
Is this a Special District? If yes, is it Clinton, West Chelsea or Hudson Yards?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
Does the building have a Certificate of Occupancy ("C of O") or a letter of no objection?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	
Is a Public Assembly permit required?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	
Are your plans filed with DOB?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<b>PENDING</b>

Community Notification/Relations			
<b>NOTIFICATION:</b> List all block associations; tenant associations, co-op boards or condo boards of residential buildings; and community groups that applicant has notified regarding its application. For each please list both the organization and individual you contacted	# 1		
	# 2		
	# 3		
	# 4		
	# 5		
Please provide dates when applicant met with the groups listed above.			
Who was your contact person at each group you met with?			
When did applicant post the notice that was provided?		6/4/2024	
Where did applicant post the notice that was provided?		<b>FRONT WINDOW AND SURROUNDING LIGHT POSTS</b>	
Will applicant provide owner cell phone number to neighbors and respond to complaints that arise? Please provide number in space provided.		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
		310-990-7712	
Will applicant inform the Community Board office of its job openings and/or provide a hyperlink to applicants jobs webpage?		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO

<b>BUILDING DESIGN</b>			
State the name and type of business previously located in the space.	UNKNOWN		
Has a liquor-licensed establishment previously occupied this space at any time? If yes, please provide the name of the business.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	UNKNOWN
Do you plan any changes to the existing façade? If yes, please describe.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	UNKNOWN
Has the applicant/owner(s) read MCB 4 ADA Guidelines Memo?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	
Is the entrance ADA Compliant?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	
Do you plan any changes to the existing façade? If yes, please describe.	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	SMALL DECORATIONAL CHANGES AS WELL AS NEW SIGNAGE TO REFLECT NAME OF BUSINESS.
Will applicant have a vestibule within the establishment?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
Will applicant use a storm enclosure?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
Will applicant agree not to place any items or obstructions on the sidewalk, for example, sandwich boards, sidewalk signs, freestanding menus and plants, as per the law?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	
Will applicant comply with the NYC noise code?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	
Will the establishment have any of the following: (circle all that apply)	<input type="checkbox"/> FRENCH DOORS	<input type="checkbox"/> GARAGE DOORS	<input type="checkbox"/> WINDOWS THAT CAN BE OPENED
Will applicant close all windows, French doors, garage doors when any music or amplified sound (including televisions) is played inside the establishment?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	N/A
Will applicant close all windows, French doors, garage doors by 11 PM Friday and Saturday and 10 PM on all other days even if no music or amplified sound is played inside the establishment?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	N/A
Has applicant obtained an acoustical report from a certified sound engineer to assess potential noise disturbance to the neighboring residents and buildings?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	<b>PENDING</b>
Will applicant follow the recommendations of a certified sound engineer to mitigate potential noise disturbance to the neighboring residents and buildings, including placing speakers on the floor of the establishment?	<input checked="" type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
Will the kitchen exhaust system extend to the roof?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<del>PENDING</del>
Will the establishment have an illuminated sign?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<b>PENDING</b>
Will the establishment have a canopy extending over the sidewalk?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<b>PENDING</b>
Where will the air conditioner be located? What type is it?	<b>PENDING</b>		
When was the air conditioner installed?	<b>PENDING</b>		

<b>OUTDOOR ITEMS - OTHER THEN SIDEWALK CAFÉ</b>			
Has the applicant/owner(s) read MCB 4 Rear Yard Rooftop Policy?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	N/A
Will applicant use any outdoor spaces: rooftop, rear yard, patio, porch, balcony, pavilion, tents, deck or gazebo? If yes, which one(s)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	N/A
Are the floorplans for the outdoor space(s) included?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	N/A
Will applicant close and vacate the outdoor space(s) by 11PM on Friday & Saturday and 10 PM on all other days?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	N/A
Will the service and consumption of alcohol in any outdoor space only be via seated food service?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	N/A
Will applicant not allow standing space for patrons to drink or smoke in any outdoor space(s)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	N/A
Will there be no amplified music, as per the law?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	N/A
If amplified sound is played inside the establishment, will windows and doors be closed?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	N/A
Will applicant agree to post signs outside asking customers to respect the neighbors'?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	N/A
Will applicant agree to train staff to encourage a peaceful environment?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	N/A
Will applicant provide effective sound control (landscaping enclosure, soundproofing tenants apartments)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	N/A
Will there be a lighting plan that allows safe usage of the outdoor space without disrupting neighbors?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	N/A

OUTDOOR ITEMS – SIDEWALK CAFÉ		
Has the applicant/owner(s) read MCB4 Sidewalk Café Policy?	<input type="checkbox"/> YES <input type="checkbox"/> NO	N/A
Will applicant be applying for a sidewalk café now or in the future?	<input type="checkbox"/> YES <input type="checkbox"/> NO	N/A
Is applicant in this application seeking to include a sidewalk café in its liquor license?	<input type="checkbox"/> YES <input type="checkbox"/> NO	N/A
If yes, has applicant submitted an application and plans to NYC Dept. of Consumer Affairs? Please attach application and plans.	<input type="checkbox"/> YES <input type="checkbox"/> NO	N/A
Will applicant close and vacate the sidewalk café by 11 PM on Friday & Saturday and 10 PM on all other days?	<input type="checkbox"/> YES <input type="checkbox"/> NO	N/A
Will applicant be serving alcohol in the sidewalk café? If so, will you have waiter service?	<input type="checkbox"/> YES <input type="checkbox"/> NO	N/A
Will the café have a 3 ft. wide serving aisle running the entire length of the sidewalk cafe?	<input type="checkbox"/> YES <input type="checkbox"/> NO	N/A
Will applicant mark the perimeter of the café on the sidewalk?	<input type="checkbox"/> YES <input type="checkbox"/> NO	N/A
Will the service and consumption of alcohol in the sidewalk café only be via seated food service?	<input type="checkbox"/> YES <input type="checkbox"/> NO	N/A
Will the sidewalk café not provide standing space for drinking or smoking?	<input type="checkbox"/> YES <input type="checkbox"/> NO	N/A
Will applicant use any portable natural gas heaters? If so, do you have the requisite approvals from DOB & the Fire Department?	<input type="checkbox"/> YES <input type="checkbox"/> NO	N/A
Will applicant have a lighting plan that will allow safe usage of the outdoor space without disrupting neighbors?	<input type="checkbox"/> YES <input type="checkbox"/> NO	N/A
Will all furniture, plants and barricades be stored inside between the evening closing hours and the morning opening hours?	<input type="checkbox"/> YES <input type="checkbox"/> NO	N/A
Will all furniture be stored inside between December 21 <sup>st</sup> and March 21 <sup>st</sup> , and any other day when it rains or snows?	<input type="checkbox"/> YES <input type="checkbox"/> NO	N/A
Will applicant use umbrellas?	<input type="checkbox"/> YES <input type="checkbox"/> NO	N/A
If construction or construction protection has reduced the sidewalk width, will applicant always maintain an 8 foot clear path of sidewalk between the perimeter of the café and the closes obstruction including construction barricades?	<input type="checkbox"/> YES <input type="checkbox"/> NO	N/A

**ADDITIONAL STIPULATIONS: (Office Use Only)**

- The kitchen exhaust & air conditioning will all be NYC-code compliant and kitchen will exhaust to the roof
- Any illuminated sign and canopy will comply with all zoning requirements and will receive approval from NYC Landmarks Preservation Commission as needed
- Applicant will provide to MCB4 office all materials submitted to LPC.

***To the extent any additional stipulation on pages 7 and 8 of this application conflicts with any response on pages 1 – 6 of this application, the stipulations on pages 7 and 8 control.***

**ADDITIONAL STIPULATIONS: (Office Use Only), *Continued***

***To the extent any additional stipulation on pages 7 and 8 of this application conflicts with any response on pages 1 – 6 of this application, the stipulations on pages 7 and 8 control.***



<p>Manhattan Community Board 4 (MCB4) recommends:  <i>(MCB4's recommendation is based on a vote taken at its July 24, 2024 full board meeting, with 39 members voting in favor of the recommendation, 0 members opposed, 0 members abstaining and 1 present but not eligible)</i></p>	<p><input checked="" type="radio"/> Denial unless all stipulations agreed to by applicant/owner are part of the method of operation</p> <p><input type="radio"/> Denial   <input type="radio"/> Approval</p>
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**CB4 REPRESENTATIVES**

 Nelly Gonzalez <i>CB4 Assistant District Manager</i>	 Frank Holozubiec <i>CB4 BLP Committee Co-Chair</i>	 <del>Vani Balasani</del> Burt Lazarin <i>CB4 BLP Committee Co-Chair</i>
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**APPLICANT AGREEMENT WITH THE COMMUNITY**

Applicant agrees to these stipulations as the basis for the community support of this application and acknowledges that all of these stipulations are essential prerequisites to the MCB4 recommendation regarding this application. Applicant agrees to have these stipulations incorporated in the method of operation of its liquor license. The stipulations in this application constitute the entire agreement between MCB4 and applicant and may only be altered in writing signed by MCB4 and applicant. These stipulations supersede any oral statements or representations in connection with this application.

<p><b>SIGN HERE</b> →</p>	<p>Adam Koral</p> <p><b>PRINT NAME OF APPLICANT</b></p>	 <p><b>SIGNATURE OF APPLICANT</b></p>	<p>6/4/24</p> <p><b>DATE</b></p>
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OFFICE USE ONLY		
<input type="radio"/> Original	<input type="radio"/> Amended	Date _____

## Standardized NOTICE FORM for Providing 30-Day Advance Notice to a Local Municipality or Community Board

1. Date Notice Sent: APRIL 15, 2024      1a. Delivered by: Overnight Mail, Tracking Number and Pro

2. Select the type of Application that will be filed with the Authority for an On-Premises Alcoholic Beverage License:

For premises outside the City of New York:

New Application     Removal     Class Change

For premises in the City of New York:

New Application     New Application and Temporary Retail Permit     Temporary Retail Permit     Removal  
 Class Change     Method of Operation     Corporate Change     Renewal     Alteration

**Manhattan Community Board**  
**RECEIVED**  
**Date: 4/16/24**  
**Time: 8:30**  
**By: [Signature]**

For **New** and Temporary Retail Permit applicants, answer each question below using all information known to date

For **Renewal** applicants, answer all questions

For **Alteration** applicants, attach a complete written description and diagrams depicting the proposed alteration(s)

For **Corporate Change** applicants, attach a list of the current and proposed corporate principals

For **Removal** applicants, attach a statement of your current and proposed addresses with the reason(s) for the relocation

For **Class Change** applicants, attach a statement detailing your current license type and your proposed license type

For **Method of Operation Change** applicants, although not required, if you choose to submit, attach an explanation detailing those changes

**Please include all documents as noted above. Failure to do so may result in disapproval of the application.**

**This 30-Day Advance Notice is Being Provided to the Clerk of the Following Local Municipality or Community Board:**

3. Name of Municipality or Community Board: MANHATTAN COMMUNITY BOARD 4

**Applicant/Licensee Information:**

4. Licensee Serial Number (if applicable): N/A      Expiration Date (if applicable): N/A

5. Applicant or Licensee Name: DELILAH NYC, LLC

6. Trade Name (if any): (N/A)

7. Street Address of Establishment: 50 9TH AVENUE

8. City, Town or Village: NEW YORK, NY      Zip Code: 10011

9. Business Telephone Number of applicant/ Licensee: PENDING

10. Business E-mail of Applicant/Licensee: c/o MATTHEW.COLTON@HELBRAUNLEVEY.COM

11. Type(s) of alcohol sold or to be sold:     Beer & cider     Wine, Beer & Cider     Liquor, Wine, Beer & Cider

12. Extent of Food Service:     Full Food menu; full kitchen run by a chef/cook     Menu meets legal minimum food requirements; food prep area required

13. Type of Establishment: Restaurant (full kitchen and full menu required)

Seasonal Establishment     Juke Box     Disc Jockey     Recorded Music     Karaoke

14. Method of Operation: (check all that apply)     Live Music (give details i.e., rock bands, acoustic, jazz, etc.): VARIOUS

Patron Dancing     Employee Dancing     Exotic Dancing     Topless Entertainment

Video/Arcade Games     Third Party Promoters     Security Personnel

Other (specify): (N/A)

15. Licensed Outdoor Area:     None     Patio or Deck     Rooftop     Garden/Grounds     Freestanding Covered Structure  
(check all that apply)     Sidewalk Cafe     Other (specify): (N/A)

OFFICE USE ONLY		
<input type="radio"/> Original	<input type="radio"/> Amended	Date _____

16. List the floor(s) of the building that the establishment is located on:

17. List the room number(s) the establishment is located in within the building, if appropriate:

18. Is the premises located within 500 feet of three or more on-premises liquor establishments?  Yes  No

19. Will the license holder or a manager be physically present within the establishment during all hours of operation?  Yes  No

20. If this is a transfer application (an existing licensed business is being purchased) provide the name and serial number of the licensee:

Name

Serial Number

21. Does the applicant or licensee own the building in which the establishment is located?  Yes (if YES, SKIP 23-26)  No

**Owner of the Building in Which the Licensed Establishment is Located**

22. Building Owner's Full Name:

23. Building Owner's Street Address:

24. City, Town or Village:  State:  Zip Code:

25. Business Telephone Number of Building Owner:

**Representative or Attorney Representing the Applicant in Connection with the Application for a License to Traffic in Alcohol at the Establishment Identified in this Notice**

26. Representative/Attorney's Full Name:

27. Representative/Attorney's Street Address:

28. City, Town or Village:  State:  Zip Code:

29. Business Telephone Number of Representative/Attorney:

30. Business E-mail Address of Representative/Attorney:

I am the applicant or licensee holder or a principal of the legal entity that holds or is applying for the license. Representations in this form are in conformity with representations made in submitted documents relied upon by the Authority when granting the license. I understand that representations made in this form will also be relied upon, and that false representations may result in disapproval of the application or revocation of the license.

By my signature, I affirm - under **Penalty of Perjury** - that the representations made in this form are true.

31. Printed Principal Name:

Title:

Principal Signature:

# HELBRAUN || LEVEY

## DELILAH LICENSE HISTORY

### Los Angeles

- Bootsy Bellows
- Bootsy Bellows SOFI Stadium
- Delilah
- DiDi
- Harriet's
- Keys
- Poppy
- Slab
- The Peppermint Club

### Las Vegas

- Delilah

### Miami

- Delilah

### Dubai

- The Nice Guy

### Toronto

- Harriet's

### Nashville

- Harriet's

## Chilled Seafood Bar

**SEAFOOD TOWER\*** (GF)  
 stone crab, shrimp, lobster,  
 west coast oysters, hiramasa ceviche,  
 cocktail sauce, honey mustard, dill aioli, delilah mignonette  
 159 (serves 2 - 4) / 299 (serves 4 - 6)

<b>WEST COAST OYSTERS*</b> (GF) cocktail sauce, delilah mignonette, lemon (1/2 dozen) . . . . .	32
<b>STONE CRAB*</b> (GF) honey mustard, lemon . . . . .	35
<b>SHRIMP COCKTAIL*</b> (GF) cocktail sauce, dill aioli . . . . .	33
<b>CAVIAR SERVICE*</b> (GF) 100 layer potato, chive, red onion, eggs mimosa, crème fraîche . . . . .	230

## Appetizers



**CHICKEN TENDERS**  
 spicy bbq and buttermilk ranch  
 27



<b>TUNA TARTARE*</b> chili, avocado mousse, ponzu, sesame cracker . . . . .	34
<b>HIRAMASA CEVICHE*</b> (GF) coconut, thai basil, jalapeño, red onion, lychee, crispy garlic . . . . .	31
<b>CRAB CAKE</b> jumbo lump crab, cabbage slaw, tartar sauce . . . . .	33
<b>CRISPY CALAMARI</b> banana peppers, preserved lemon aioli, spicy tomato, basil . . . . .	25
<b>OCTOPUS A LA PLANCHA*</b> (GF) romesco, olive pepper salsa, shiso, almond, hazelnut . . . . .	26
<b>PEPPERCORN CRUSTED FOIE GRAS+*</b> sour cherry, butter toasted brioche, white port, pistachio . . . . .	32
<b>PIGS IN A BLANKET</b> wagyu beef hotdog, honey mustard, cornichons . . . . .	24
<b>WAGYU CARPACCIO*</b> black truffle, pickled onions, crispy shallot, lemon aioli, sorrel . . . . .	32
<b>CUBANO FRITTERS</b> jamon, roast pork, swiss, mustard aioli, pickled cucumbers . . . . .	24

## Salads

<b>ICEBERG WEDGE</b> (GF) sungold tomato, pickled shallot, bacon, point Reyes blue cheese . . . . .	25
<b>MUSHROOM SALAD*</b> (VG) maitake, oyster, and trumpet mushrooms, farm greens, tarragon dressing, pine nuts . . . . .	26
<b>STONE CRAB SALAD</b> little gem, sunflower seed bread crumbs, tobiko, shiso . . . . .	29





## Entrées

CHARRED ROMANESCO	harissa, celery leaf pesto, garlic crumbs, herbs	32
GLORY BAY SALMON*	sunchokes, mushrooms, cippolini, caper berry, benton's bacon, dill emulsion	52
GENUINE RED SNAPPER (GF)	potato bravas, peas, carrots, chili garlic sauce	53
SCALLOPS* (GF)	caper sofrito, cauliflower purée, pickled raisins, parsley oil	49
LOBSTER MAFALDINE	shrimp, lobster cream, bianco tomatoes, crispy garlic	65
ROASTED CHICKEN+	farro, carrot, poblano, truffle chicken jus, pistachio	46
THE BURGER*	potato bun, special sauce, american cheese, the fixn's (actual veggies™ +8)	28
CRISPY PORK TERRINE (GF)	carrot purée, baby turnips, fresh herbs, salsa verde	47

## Steaks

40oz PRIME TOMAHAWK\* (GF)  
linz heritage black angus  
317

- choice of chimichurri, foie gras demi glace, caramelized onion jus, truffle soy or peppercorn sauce -

½ GRILLED LOBSTER +52 / STONE CRAB +35 / FLORIDA PRAWNS +33 / FOIE GRAS +31

8oz FILET MIGNON* (GF)	linz heritage black angus	78
12oz PRIME SKIRT STEAK* (GF)	linz heritage black angus	87
16oz WAGYU NEW YORK STRIP* (GF)	westholme australia	120
18oz WAGYU RIBEYE* (GF)	snake river farms	140

## Sides

CARROT SOUFFLÉ+  
the original chasen's recipe, candied corn flakes, walnuts  
23

FRIES (VG)	special house seasoning (add truffle +5)	18
MACARONI GRATINÉE	mimolette cheese fondue, black truffle bechamel	22
ROASTED BROCCOLI+	lemon yogurt, garlic crumbs, pistachio, mint	18
MAITAKE MUSHROOM	fresno chili, parmesan, truffle soy, chive	18
BRUSSELS SPROUTS (GF)	honeycrisp apple, smoked pork belly, parsley	18

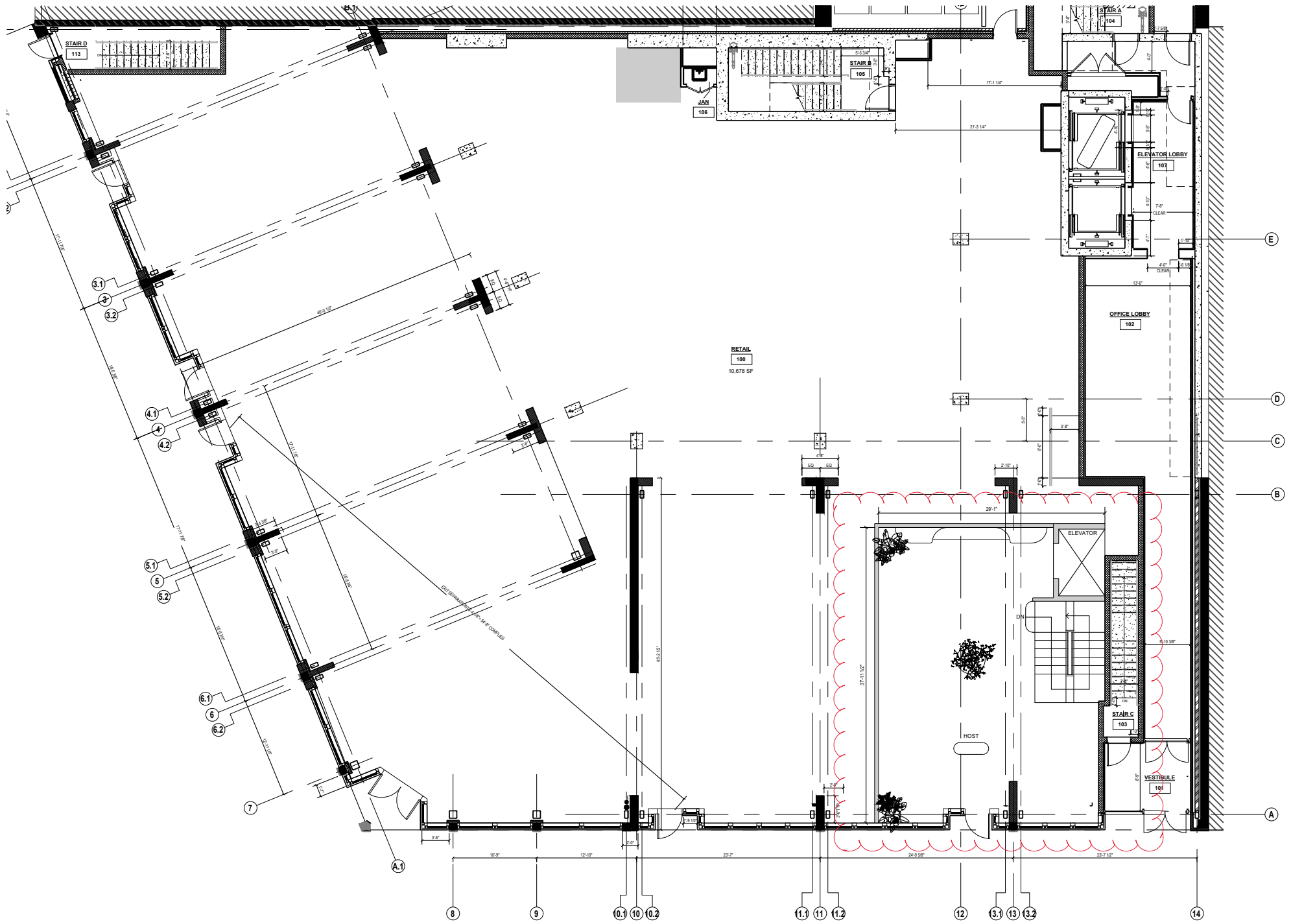
## Refreshments

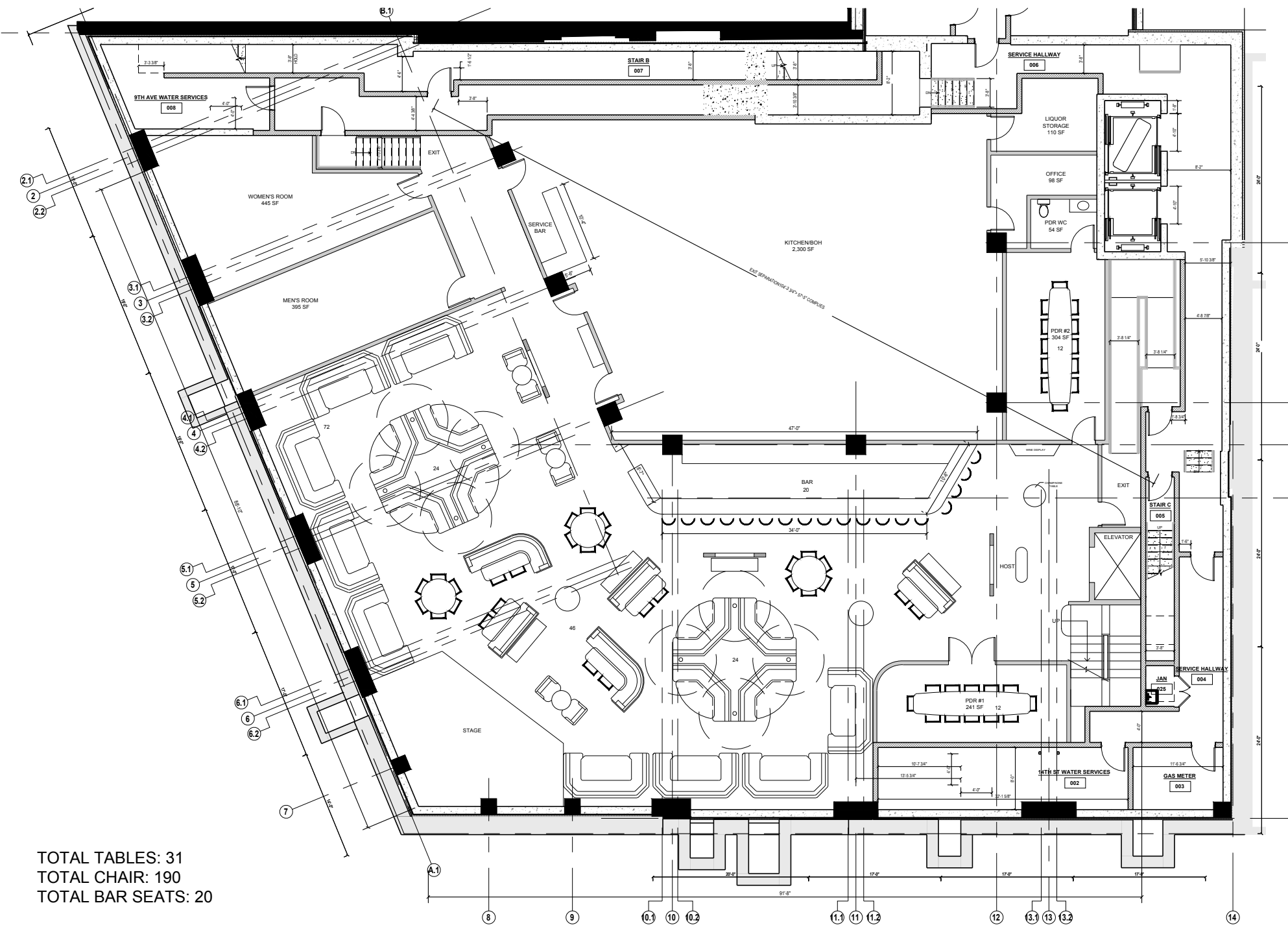
WATER	acqua panna, san pellegrino	12
JUICE	assorted	6
RED BULL	regular, tropical & sugar free	10
SODA	assorted	6
TEA	assorted flavors, hot and iced	6
COFFEE	americano, espresso, latte, cappuccino	8

VG - vegan GF - gluten free

Please note a service charge of 20% will be added to your final check.

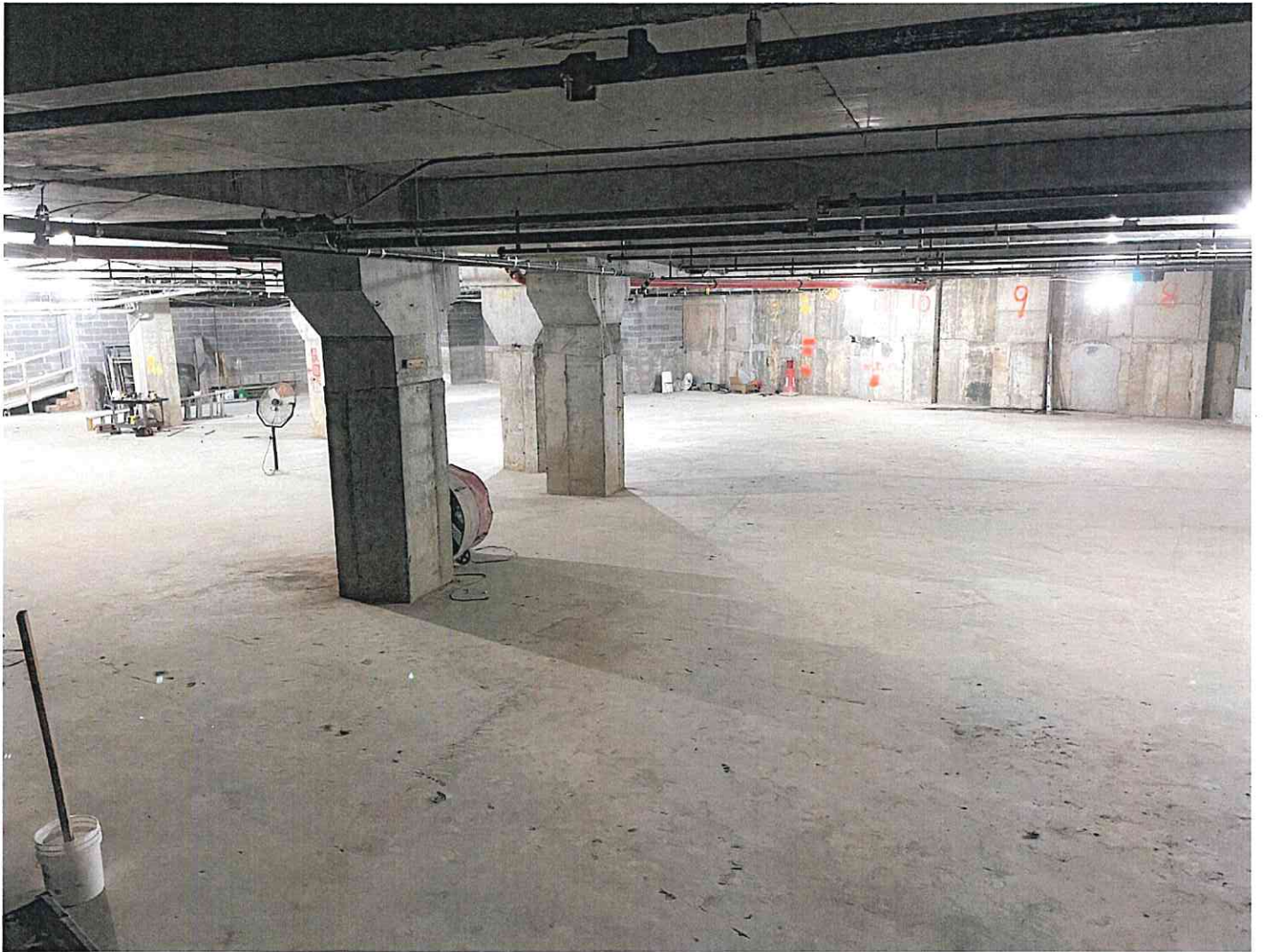
\*Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness. \*Contains Nuts.



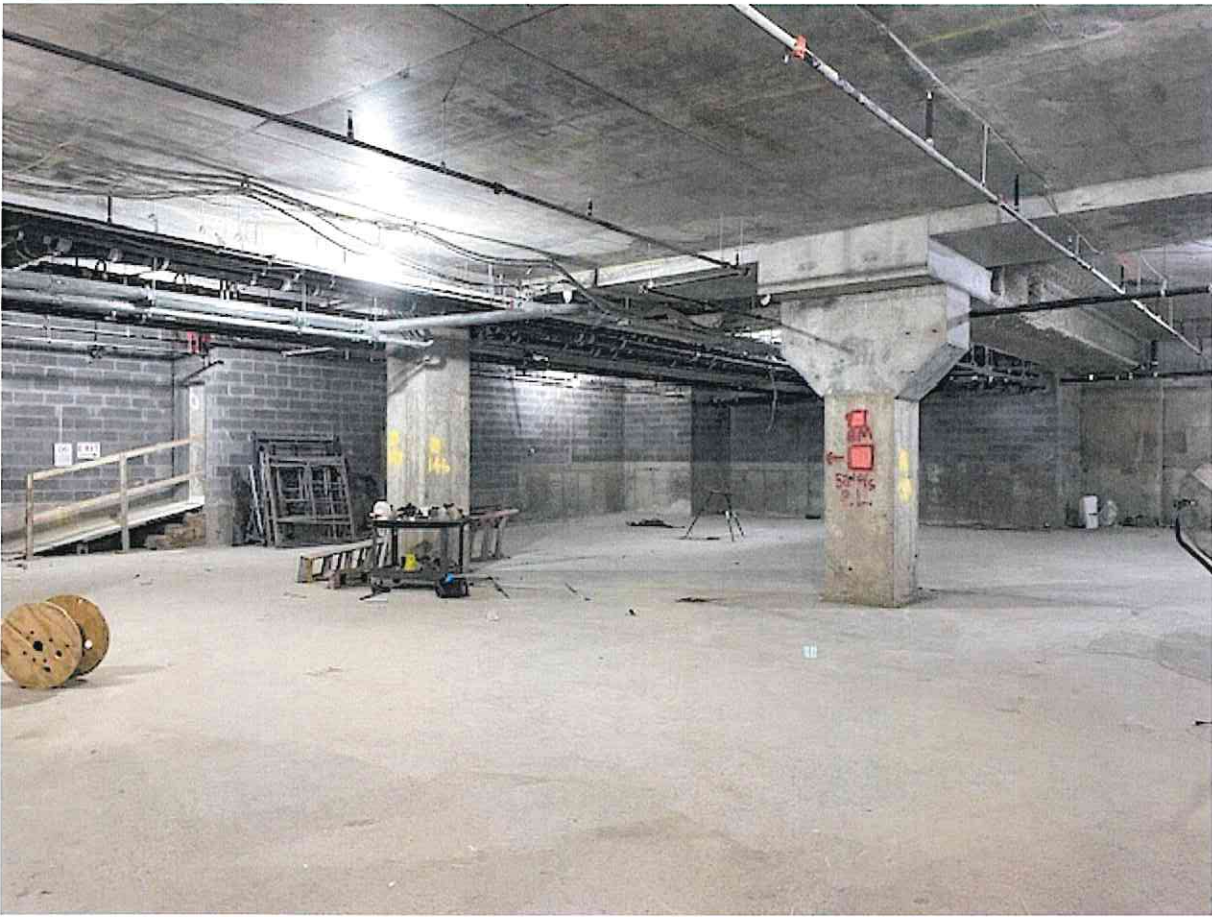


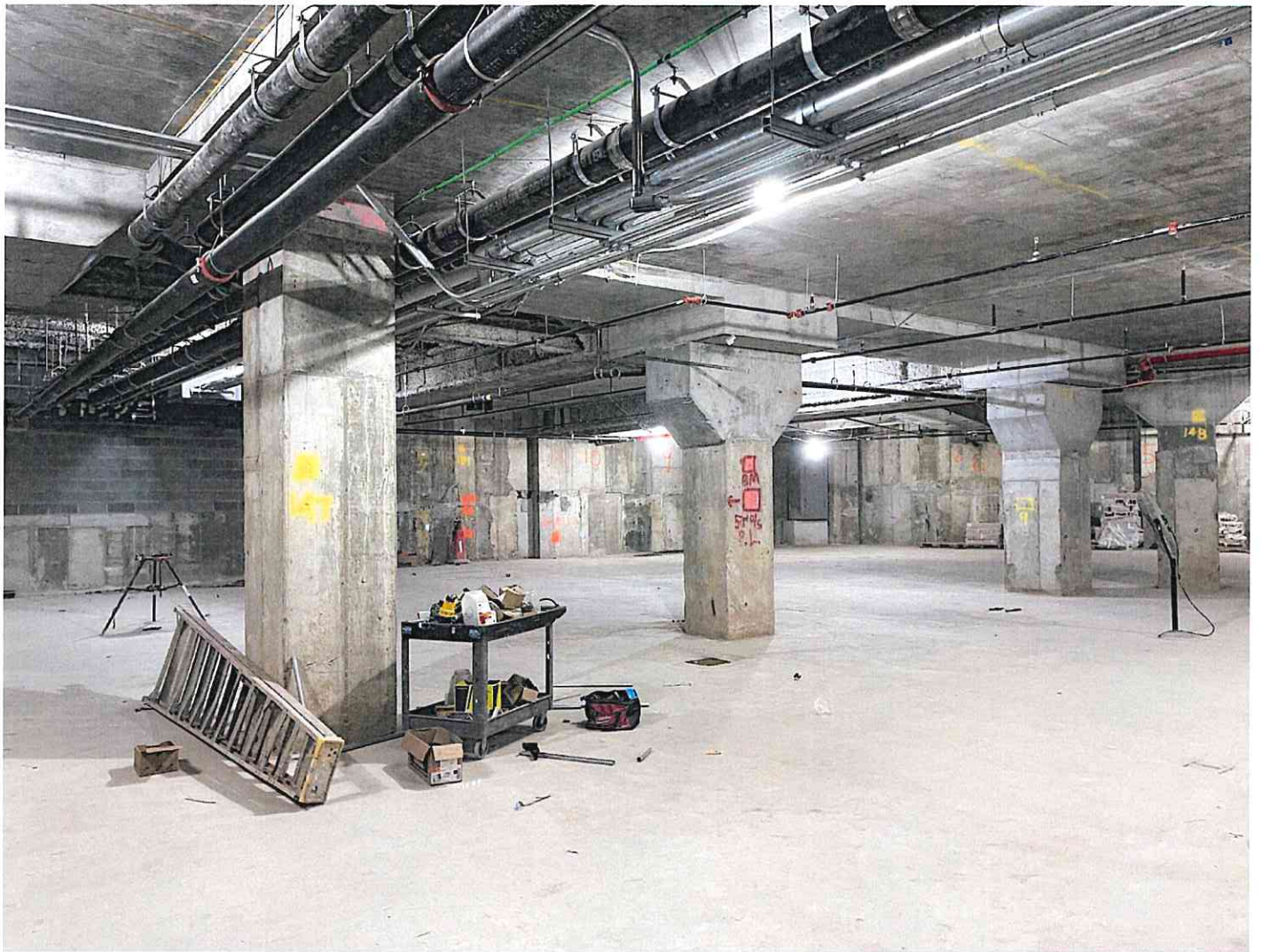
TOTAL TABLES: 31  
 TOTAL CHAIR: 190  
 TOTAL BAR SEATS: 20













**THE** *h.wood* **GROUP**

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## THE H.WOOD GROUP

The h.wood Group brings award-winning food, innovative concepts and warm hospitality together to captivate people in their venues. Deep-rooted knowledge and an unparalleled network have helped them become a well-respected paradigm in the Los Angeles market since 2008. As a restaurant group and lifestyle company, h.wood has been a heavy influence in California's nightlife scene and has expanded to various locations across the globe.

With a forte in high-volume entertainment, The h.wood Group are the masterminds behind swanky restaurants like Delilah and celebrity hangouts like Bootsy Bellows. No matter the venue or celebration, every h.wood concept promises guests one thing—an unforgettable time.

The h.wood Group (Hereinafter "The Company") would like to welcome you to the Security Department. As a member of the Security Department it is imperative that you remain focused and alert about what is occurring in the venue. This is accomplished by monitoring behavior, controlling the crowds, and following policies and procedures. The Company has set forth its best efforts to enforce all Company policies as well as State of California laws. This handbook will act as a guide to all members of the Security Department to ensure the use of proper techniques, concepts, and judgment. Employees are required to inform their supervisors immediately of any situation beyond their ability or authority to correct. Please carefully review the contents of this Security Handbook. Your supervisors are always available to answer any questions regarding the enclosed material. Additionally, your Human Resources Department is available to assist with your questions and concerns regarding the Handbook.

## COMPANY VALUES

**Redefine the Standard:** Innovate ahead of the curve.

**Create an Exceptional Experience:** Wow every customer!

**People Matter Most:** We care about the people we serve and the people we work with.

**Unwavering Quality:** Quality and commitment to details starts with each and every one of us.

**Act with Grace:** Under pressure, we handle ourselves with kindness, decency, and poise.

**Thoughtfully Collaborate:** Good ideas come from anywhere

# **INTRODUCTION**

## **PHILOSOPHY**

Throughout your training and continued employment, demonstrate the values of our companies by:

- Acknowledging and treating both guests AND fellow employees with the utmost respect, courtesy, **honesty**, and **sincerity**
- Maintaining your appearance, both when in and out of uniform, in and out of work
- Demonstrating productive teamwork
- Communicating professionally
- Creating a memorable experience
- Satisfying each guest's requests (both spoken and not)
- Being aware of your place in the restaurant and knowledgeable about your role and of the restaurant itself
- Creating a warm, friendly, and safe environment for both our guests and fellow employees

## **PRINCIPAL DUTIES**

### **PRIORITY #1: Hospitality aka Guest Satisfaction**

- Uses hospitality and graciousness in dealing with guests.
- Greeting guests warmly and **sincerely** with a smile, making eye contact.
- Uses guest's name whenever possible. Acknowledges VIP's.
- Communicates the needs of the guests to the kitchen and management. Informs management of guests' reactions and comments. Assists management as needed to ensure smooth operation and quality service.
- Promotes the company's high level of service standards by exhibiting friendliness, knowledge of the restaurant, and attentiveness to guests' needs.

### **PRIORITY #2: Position and Service Mastery**

- Knows and uses the service guidelines outlined in this manual.
- Has complete knowledge of all products and specifications.
- Attends and participates in daily pre-shift and other scheduled meetings.
- Has complete knowledge of the floor plan, table #'s and stations.
- Checks dining areas, tables, and chairs for cleanliness. Maintains good cleanliness and organization of stations and service areas.
- Helps promote a safe environment for co-workers and guests.
- Helps guests in and out of their seats.
- Performs assigned side duties.
- Follows and executes the core service standards.

**A request from management supersedes all other duties including position specific responsibilities.**

Further duties not currently listed in this manual may be added to the manager's discretion. The only way to achieve this goal of hospitality and technical service is by communicating with your co-workers and working as a team.

# **SECURITY MISSION STATEMENT**

The mission of h.wood security is:

- The Hwood group embodies luxury and hospitality by creating extraordinary moments for our customers.
- To first and foremost be polite, knowledgeable, and helpful hosts who represent h.wood professionally and elevate the guest's experience.
- Who always maintain a safe and hazard free environment while being proactive problem solvers capable of diffusing situations before they escalate.
- That produces detailed, accurate, and non-bias reports of security related issues.
- Who constantly improves and advances the industry standard.

## **SECURITY IS NOT THE POLICE**

Security hosts are not police officers and should never act in a manner to punish or teach someone a lesson. Further, security should never escalate a situation because they have been disrespected, injured, or assaulted. In situations where a guest has broken the law or assaulted a Team Member the police will be notified to handle the situation. Hwood security hosts are paid to be professional, clear minded, non-aggressive, nonviolent, and non-vindictive.

## **NO TOUCHING POLICY**

Hwood security hosts observe a "no touching" policy. This means that security attempts to resolve all issues without physically touching staff, guests, and other members of the public. Physical contact is reserved for situations when it is to protect a person from bodily harm and no other options are available. An example of this would be a fight where security separates parties who refuse to listen to verbal commands to stop. Yet, even in this example minimal force must be used with great concern for safety and inappropriate touching.

## **LEAD RESPONSIBILITY**

A lead must fully understand and believe in the mission without reservation. He/she must ensure that the security team grasps the mission clearly and applies it while on duty. This must be a constant and determined endeavor through pre-shifts, training, and other proactive actions. The security lead is not a manager but the team supervisor to guide them when dealing with nightly operations and issues. The security lead always acts in consultation with venue management or their direct supervisor.

## PERSONNEL CLASSIFICATIONS

- **SECURITY HOSTS:** Personnel generally utilized in static positions. First line of contact between guest and security department.
- **SECURITY DOOR I.D. HOST:** Personnel who are responsible for checking identification and prohibiting entry to minors. The Company Security Hosts will assist Security Door Hosts, if requested, to verify the authenticity of guest's identification. The only identification accepted will be:
  - Valid Pictured State issued Identification Card
  - Valid Pictured State issued Driver's License
  - Valid Military ID
  - Valid Passport with current photo
  - Pictured international Driver's License
- **SECURITY LEAD HOST:** Personnel within the department, who, by virtue of their comprehensive knowledge of the department, its operations, and regulations, as well as their demonstrated ability to instruct others, shall be appointed to train new Security Personnel as they arrive at the department. Properly completes a Nightly Activity Report (NAR) at the end of each shift.
- **SECURITY MANAGER:** The head of h.wood Group's security department. All security personnel report to the Security Manager unless otherwise routed. Such a representative is appointed by the Director of Security as the situation requires.
- **SECURITY DIRECTOR:** The person responsible for administering and maintains policies, to ensure physical safety of all property and assets owned by the organization. Supervises administration and operation of organization's security equipment and staff

## GENERAL SECURITY GUIDELINES

- As Security, your legal rights are no different from any other private citizen. If necessary, ask your immediate supervisor to call local law enforcement and let them enforce the law. They possess specific statutory powers that enable them to do so.
- Unrestricted entry to the venue must be permitted to agents, officers, and/or personnel of the Alcoholic Beverage Control, local Police or Sheriff Departments, County Business License, Health Department, Code Enforcement and Fire Department, upon the presentation of ID. Both the General Manager and Security Manager are to be contacted when members of the above-mentioned agencies visit the venue. Any officer / agent present must be there on official business and entry cannot be denied or delayed.
- Before taking overt action that could infringe upon the rights of a guest or employee, you must attempt to obtain the voluntary cooperation of the person involved, if possible. Apply standards of reasonableness, necessity, good judgment, and act politely, but firmly in all situations demanding quick judgments.
- A citizen's arrest must be a last resort measure which is used only if serious injury or property damage was caused by the arrestee. You must completely understand the authority of a private citizen to arrest in California. As soon as any citizen's arrest is made the police must be called immediately.
- You may only use such reasonable force as is necessary to accomplish the goal of peace and conflict resolution

## **SECURITY STANDARDS OF CONDUCT**

Any employee involved in any of the following conduct may result in progressive disciplinary action. Serious violations may result in disciplinary action up to and including termination. Note that these standards of conduct are an extension of The Company Employee Handbook

- Be alert and address problems immediately
- Don't avoid work by "not seeing" and/or "observing"; security must have good observation
- When standing at your post, engage in "What If" to prevent disengagement
- Follow procedures, tell the truth. There are always two sides to a story or complaint
- Do not engage in gossip
- All Security personnel is prohibited from soliciting any type of tips/tokes, gratuities, favors, and/or gifts in return for services rendered
  - You are never permitted to ask a guest for a tip
  - You are never permitted to suggest a specific dollar amount for any service you render for a guest
- Failure to attend mandatory general meetings, special meetings or training as directed by management
- You are to go to your assigned post after you clock in
- Leaving your workstation without authorization
- Know the specific duties and responsibilities of your posted area
- Cooperation is to be always given to management and law enforcement officials.
- When walking through a crowd, move gingerly sideways or slanted
- Patrol, monitor, and clean your area of debris and glasses
- Be observant with club rules/safety in mind
- Ensure you are always carrying a flashlight and spare batteries, a notebook and pen
- Ensure compliance with lunch/break policy
- Never confiscate guest's ID/credit card/personal property to force payment
- When minor club violations happen; security must be discerning, always conduct yourself in a professional manner
- Be Patient and tolerant
- Maintain proper posture, do not fold arms, and keep hands out of pockets
- Do not stand together, stay at your posted position
- No use or display of personal cell phones
- Maintain a non-threatening appearance, do not be anti-social
- When talking to guests, keep positioned to observe primary objectives
- Voluntary statements and security reports should be professionally written
- Note circles forming in club/people abruptly moving away—might be trouble
- Help servers with trays and porters with trash to get through the crowd
- No eating while working
- While on break, don't loiter at the front of the club; go to approved employee break area(s)
- Communicate pertinent information about a guest to other Security or managers
- Make sure guests wear their shoes (if applicable)

- Ensure the safe passage of The Company employees through the club
- If the club is flowing don't needlessly impede the flow
- Our job is not to watch the show; it's to watch the people watching the show
- Inspect your area for contraband/lost property
- Always watch a guest's hands; clenched fists; reaching for weapons
- Know the fire extinguisher locations and operation; know First Aid Kit locations
- Don't question if you're moved from a post; no post is permanently assigned
- If an employee violates a club rule, notify a supervisor
- Security who allows an employee to violate rules will face discipline

## **SECURITY CUSTOMER SERVICE**

What is service? It's a smile... It's making the guest feel welcome... It is a sympathetic understanding to the individual... It is an art... It's a "thank you" ... It's a contribution...

The secret to success lies in the execution of operations. In your new position, we expect you to exceed our guest's expectations every time. We believe that the guest's experience is the most important. Strive to turn every negative situation into a positive one. Always let your manager know about any guest complaint no matter how small. Smile, have fun, and keep that energy high. Below are guidelines that will help ensure our guest's experience is a positive one.

- Be nice to everyone, you don't know who you're talking to
- You have 3-5 seconds to impress our guests
- Give directions to and from the restroom
- Security Hosts should communicate with each other about VIPs in the venue
- Greet guests warmly when they approach
- Offer assistance before they have to ask for it
- As Security, you must learn to give the guest your attention, while always continuing to be observant of your surroundings and your duties.
- Excuse yourself and reassure the guest you will be right back but handle urgent security matters **FIRST! CALL A SECURITY LEAD HOST OR MANGER IF YOU MUST**
- Smile when speaking with guest; be friendly and courteous
- Be polite— "Yes, Miss", "No, Sir", the phrase is spoken in a rhythm
- Be articulate; use proper grammar
- Do not engage in extensive conversations with guests
- Take the initiative; handle any incidents or customer concerns in your area
- Treat both sexes equally in terms of attention and tone of voice
- No discrimination of any kind against a guest will be tolerated
- Do not touch any guest in aggressive (or sexually inappropriate) manner
- No sarcasm or comical remarks at the expense of a guest
- No phone numbers from female or male guests shall be taken, No flirting with guest
- If a guest is upset and threatens to sue, terminate all conversation
- Do not divulge venue/company information to guests
- Do not verbally bash/express negative comments about other clubs
- Know local information for guest questions (ATM/Hotels/Restaurants)

- Familiarize yourself with upcoming venue promotions
- Advise guests against leaving their drinks unattended.
- If you don't know the answer, refer the guest to someone who can help
- Be patient when giving directions
- Politely limit customer access to restricted areas (waitress stand/DJ Booth)
- Note guest's facial expressions, body language
- When it comes to our guests, this is not US vs. THEM
- Give short, clear direction; confusion frustrates and creates more questions

## **SECURITY DUTIES**

### **DETAINING GUESTS**

- If a guest engaged in a violent crime resulting in injury to an employee or another guest, they may be restrained using handcuffs
  - Handcuffs are to be carried by Security Managers and Security Lead Hosts ONLY! A Security Manager or Security Lead Host is the only one authorized to determine if they are to be used!
  - Once detained, a guest should remain in restraints until turned over to local law enforcement with the direction/assistance of security. Allow the local law enforcement to remove restraints after their investigation

### **FIGHTS/ALTERCATIONS**

- Security Lead Host or Manager will be notified immediately of any fight or incident within the venue
- The security team members involved in breaking up the fight/altercation will remove all parties involved in the incident from the venue to an approved exit points
- When removing parties go in opposite directions at different times
- Security Lead Host or Manager will determine if a guest(s) or employee(s) was injured during the incident
- Security Lead Host or Manager will interview all persons involved to determine violations
- If just venue rules were broken, Security Lead Host or Manager will inform the guest(s) that they are no longer allowed inside the venue
- If State laws were broken, the guest(s) may be detained for the purpose of contacting local law enforcement so law enforcement may investigate the occurrence
- All notifications of incidents/allegations of physical violence by security personnel should be handled as follows:
  - Security Lead Host will immediately contact a Security Manager and General Manager

## ID CHECKING

- All guests regardless of age must have and provide a valid photo ID
- The Company venues only recognize the following forms of ID as an acceptable ID for entry to our venues
  - Valid Pictured State issued Identification Card
  - Valid Pictured State issued. Driver's License
  - Valid Military ID
  - Valid Passport with current photo
  - Pictured international Driver's License
- If an ID is deemed unacceptable the following steps should be followed
  - Show ID to every other ID Person working and use it as a training tool  
(this allows all ID personnel the chance to learn & to see what the person looks like in case they return to the venue later or time)
  - Inform the guest we cannot accept this ID or form of ID
  - Inform the guest what form of ID they can present with the first ID shown and be accepted
  - If the guest argues or protests the decision, they are to be told only the following **"I am sorry Sir/Ma'am, it is our company policy to refuse your admittance to the venue if there is any doubt about the validity of your ID or your real age."** If they can return with supporting versions of acceptable photo ID's allow them to do so, but inform them to return with the original declined ID & a 2nd form of ID so the names, addresses etc. may be compared
- Under no circumstances will we confiscate any person's ID, deemed fake, altered or otherwise. (These items are considered personal property and cannot be legally taken)
- Make notation in the NAR of the number of guests denied entry including.



## **INTOXICATION OF GUESTS**

- Initial Club Entry
- Guests are not admitted if they show any signs of intoxication (including but not limited to the following: slurred speech/diminished motor skills/trouble walking/fumbling for identification/red or glassy eyes
- Re-Entry back into the club
  - Same conditions as above and see proper handling of guest listed under exiting of club
- Exiting the club
- For the guest's safety, follow proper handling of suspected intoxicated or impaired guests as stated below:
  - If a guest is determined to be overly intoxicated upon exit, a Security lead or security Manager will be notified
  - Security lead or security Manager will assess if guest is ok to proceed safely
  - If guest cannot walk without assistance, answer basic questions, i.e., what is your name, where are you, where are you staying, 911 will be called for the purpose of transporting the guest to the emergency room, this will also occur if the guest is suspected of (or exhibiting signs of) alcohol poisoning
- If a guest is allowed to leave with friends or family, guests must be able to positively identify the person or persons they are leaving with
- The intoxicated guest & the guest they are leaving with will both provide ID for the purposes of identification and filing of an incident report to note for our records who the guest left the property with
- The mode of transportation, i.e., taxi or limo company & #, Ambulance # or private vehicle make, model & license plate #) used to remove intoxicated guest from property will be noted in the incident report.

## **GUARD CARDS**

Security personnel are required to always attain and have on them a California State Guard Card and State issued Photo ID.

## **SURVEILLANCE**

All requests for video surveillance will be submitted to the Security Director in writing.

## **NIGHTLY ACTIVITY REPORT(NAR)**

All Security Host Lead's are required to complete the NAR immediately after each shift. This report should contain any and all details regarding service, lost and found, intoxication, injury, verbal or physical altercations(both inside and outside the venue) and all-important information for documentation. This report should be as detailed as possible and should always be fact based. Opinions or assumptions should never be included.

## **PERSONAL APPEARANCE**

- Shower or bath daily
- Hair neatly groomed, not unkempt
- Hands and fingernails are to be maintained in a sanitary condition
- Facial hair is to be neatly trimmed
- Heavy scents or fragrances are prohibited
- Make sure clothes are clean & pressed shirts must be tucked inside pants
- Uniform is to be worn for every shift unless otherwise told by management
- Wear comfortable black leather wipeable footwear.

## **SECURITY DEPARTMENT EQUIPMENT**

The Security Department will supply all necessary equipment. Each item of equipment has a designated use, and any misuse of any equipment may be cause for disciplinary action up to and including termination.

### **RADIOS/EARPIECES**

Security Hosts will be provided with one (1) radio, battery, and earpiece/microphone at the beginning of each shift. The welfare of these units is the responsibility of each Security Host. Acceptance of a radio at the beginning of a shift indicates that the Security Host has acknowledged that the unit is operational and has suffered no damage. Subsequent reporting of a broken unit by a Security Host will indicate that it was the reporting Security Host's responsibility for the damage. The Company Security Hosts will carry the following equipment on their person while on duty, some items must be provided these by the security host:

1. Rubber gloves
2. Security Radio/Earpiece
3. Pocket Notebook/pen – (self-provided)
4. Flashlight/extra batteries – (self-provided)
5. California Identification Card or Driver's License – (self-provided)
6. California Security Guard Card – (self-provided)

*All equipment issued by the company must be returned upon completion of employment whether voluntary or involuntary.*

## **PROHIBITED ITEMS FOR SECURITY PERSONNEL, NO SECURITY PERSONNEL SHALL POSSESS:**

- **Guns:** Security Personnel shall not have on his/her person, or in his/her possession while on the company premises a gun of any type whatsoever.
- **Knife:** Security Personnel shall not have on his/her person, or in his/her possession while on the company premises a knife of any type whatsoever.
- **Electrical Stuns:** This is any tool or device designed to discharge a low amperage/high voltage emission ion calibrated to temporarily short circuit the nerve impulses transmitted from the brain to the lower extremities.
- **Batons:** Long or short type, including billies or billyclubs.
- **Nightstick:** Any size or construction, hickory, plastic, metal, fixed length, or telescoping.
- **PR-24:** prosecutor-24. This is a side-handled baton which requires an "O" ring on the belt.
- **Telescoping Batons:** These are two or three sectional batons which have portions that are slightly smaller in diameter thus permitted one section to slip inside the other. When snapped out with a forceful motion, the sections 'unfold' from one another producing an extended, straight baton.
- **Any instrument designed to increase or enhance the force onto another person:** Any tool or device, whether by design or modification, which could accelerate or increase the speed, pressure, or FORCE onto another.
- **Any unproved device, tool or implement, which by design or modification, will act as a weapon.** This covers the full spectrum of technologies, whether of amateur or professional origination, lethal or non-lethal orientation and overt or covert application.

**Only a security lead or security manager may carry the following and only if they have a valid state issued certification card proving they are proficient with the item and allow to carry.**

- **OC spray:** (oleoresin capsicum spray or pepper spray) An aerosol containing the irritant capsaicin, used to immobilize or incapacitate a person or animal.

## **RESTRICTING ENTRY VERIFY OCCUPANCY**

Each hour, Security will conduct a count based on entry and exit to verify the number of guests in the venue. The count will verify the number of guests inside the venue to maintain a maximum occupancy level which will be venue specific.

### **DOOR**

The Company Door Host personnel will be responsible for checking identification and prohibiting entry to minors, overly intoxicated guest, and guests who appear to be under the influence of illegal substances. Entry is not allowed to any guest through any of the exit points.

# **RESPONDING TO INCIDENTS**

## **SECURITY RADIO PROCEDURE**

- Use of Radio
  - Clearly say the name of the person or position title you are trying to contact two times prior to the message you want to give
  - Listen to the radio, do not jump other transmissions
  - Know mechanics of speaking into the radio—too loud creates distortion
  - Formulate what you are going to say before you key the microphone
  - Absolutely no swearing or horseplay on the radio
  
- Fight calls
  - State “Code red, fight, fight, fight”, and provide the location twice
  - Do not move into the fight until adequate back up has arrived
  - Move quickly and cautiously through the crowd
  - Shout “Security” as you approach the fight
  - Use flashlight to light up location

## **MAINTAINING AREA INTEGRITY**

When there is a call for service in the venue for a fight, lewd conduct or ill guest, or any incident that security responds to, security hosts will report the incident and respond to the call for service if:

- A. The call is in the area they are assigned to
- B. The Security Hosts is not on a mandatory fixed post

### **Examples of Security Codes**

- Code Blue – There is a medical issue inside the club.
- 408 – Intoxicated patron
- Code Red – Physical altercation
- Code Yellow – Verbal altercation
- Blackout – Outside Agency in the venue
- Code White – Critical situation requiring all security to respond. (ex, a patron is attacking someone with a knife)
- Prostitution – YOU MUST NOTIFY A SECURITY LEAD OR A MANAGER FOR FURTHER INVESTIGATION. At no time can you ever ignore or fail to report the presence of prostitution in the venues. Failure to comply with this procedure may result in termination.

## **USE OF FORCE POLICY AND PROCEDURE**

The policy of The Company regarding the use of force is to avoid using actual physical force. The safety and welfare of this company's customers and employees are of utmost importance and physical force should be avoided, when possible, in order to ensure their safety. Skilled, trained, and professional Security Hosts should be able to accommodate members of the public (even those who are agitated) without resorting to the use of physical force or violence.

Regardless of what a Security Host personally believes about using physical force, every incident in which force is used will cause a review of the situation by security management. This review will seek to assess the justification of the use of force. If the assessment is found to be deficient, then the Security Host will face discipline. If not, the use of force will be approved.

### **USE OF FORCE PROTOCOL:**

The Official Force Protocol for The Company is: "The only amount, degree and scope of force allowable by the Security Host on members of the General Public is that force which is **"minimally necessary under the circumstances - and no more."** Any Security Host who exhibits, whether implicitly or explicitly, greater force than a reasonable person would exhibit if placed in the same situation, will be subject to severe discipline, up to and including termination.

It is the policy of h.wood Group that security personnel only use lawful methods to accomplish its mission of:

1. Providing a reasonably safe environment for guests and employees.
2. Safeguarding real properties and assets owned by, or under the control of h.wood Group, from harm and disruptive acts or theft.

Security Hosts shall use only the minimum force that appears reasonably necessary to:

1. Remove a threat of injury to the employees and guests
2. Remove a person from the property.
3. Take a person into lawful custody.

Any security employee who is off duty and engages in any arrest action in which he/she identifies himself/herself as a company employee shall not be recognized as on duty or acting on behalf of h.wood Group.

## DEFINITIONS

<b><i>Deadly Force:</i></b>	Any force likely to cause death or serious bodily harm.
<b><i>Reasonable Force:</i></b>	May be used to eject a trespasser. If the force you use is more than sufficient to prevent the trespass or more than would appear necessary under the circumstances to a reasonable man, the use of excessive force would be unlawful.
<b><i>Reasonable Belief:</i></b>	The facts or circumstances the Security knows, or should know, are such as to cause an ordinary and prudent person to act and think in a similar way under similar circumstances.
<b><i>Serious Bodily Harm:</i></b>	A bodily injury that creates a substantial risk of death; causes serious, permanent disfigurement; or results in a long-term loss or impairment of the functioning of any bodily member or organ.

**NOTE:** If an employee of The Company has knowledge of any improper or illegal force used by other The Company's employees, the observing employee is obligated report the actions observed to their supervisor immediately.

## REPORTING AND INVESTIGATIVE REQUIREMENTS

Any incidents involving use of force must be documented and reported to the Security Manager, Security Director, General Manager, Director of Operations and the Director of Human Resources by all involved employees and employee witnesses. All of the above-named persons will review the incident to decide the Security Host's justification, training deficiencies, quality of supervision, and potential individual and corporate liability of the incident.

## THE INVOLVED SECURITY HOST RESPONSIBILITIES:

1. Notify your supervisor (management or security) immediately and request them at the scene.
2. Secure the suspect so he/she does not pose a threat to others or escape if applicable.
3. Request medical assistance if needed.
4. Take charge of the scene and situation Give law enforcement Security Hosts information concerning the incident.
5. Complete the required security reports and witness statements before leaving shift.

## WITNESS SECURITY HOST'S RESPONSIBILITIES:

1. Assist the involved Security Host in dealing with the situation and if necessary legally taking any suspect into custody.
2. Document your involvement and your observations in and of the incident.
3. Complete the necessary witness statements and Security Host's report before leaving shift.

## **LEAD RESPONSIBILITIES IN USE OF FORCE INCIDENTS:**

1. Respond to the scene and investigate the incident.
2. Ensure all involved Security Hosts complete incident reports before leaving their shift.
3. Complete a written report of his investigation and if possible, decide if the Security Host's actions were within the policies of The Company. Inform the security manager or security director about the situation.
4. If the arrested person complains or manifests any signs of serious injury or physical distress, summon the appropriate medical assistance.
5. If deadly force is involved in the incident or there appears to be a major injury, either to the Security Host, suspect or other person, the supervisor will notify the 911 and request their assistance and if the security manager is not onsite, he/she must be notified.
6. When the local law enforcement has been requested the security lead or security manager shall take charge of the scene until relieved by them.
7. The on-duty security lead will notify his/her immediate supervisor and the Company's on duty shift manager/supervisor.
8. If an employee is seriously injured and requires hospitalization, designate another employee to accompany the victim employee to the hospital. The designated employee should remain with the victim employee until relieved by the family of the victim employee or fellow employee.

## **HANDCUFFING**

### **Utilization of handcuffs is as follows:**

- Handcuffs are only to be carried and utilized by a Security Manager or Security Lead Host.
- Handcuffs are a control and restraint device and are to be used only when a condition of arrest exists. There can be no other reason to apply handcuffs except pursuant to a lawful arrest.
- Handcuffs will never be applied to a person merely because security wishes to speak with that person and security will feel more comfortable in the discussion if the subject is cuffed.
- The only time handcuffs will be permitted is when the subject has committed a crime against a person, or any serious felony, or has used violence to another. In this case, the handcuffs are used to control and restrain; the end goal being the safety and welfare of the subject, Security, fellow employees, and customers.
- Handcuffs are not impact weapons and are expressly prohibited from being used as such.

## **CARRYING HANDCUFFS**

The following elements shall be adhered to by all Security Personnel permitted to carry handcuffs. NO handcuff case shall ever be worn upside-down. There is a myth in the industry that this method will permit the cuffs to "fall" into the user's hands thus making the retrieval process faster. THIS IS NOT TRUE. If there is a fight, and a subject grabs the Security Host's cuff case, then unsnaps it the handcuffs will fall to the ground and be of NO use to security and become a potential weapon for the suspect.

1. There will be no "open-style," quick release cuff cases. All handcuff cases will be standard flapped full-size cases worn flap-side up.
2. Handcuffs will be "pre-loaded" in the case. This is the position where the ratchets have been moved past the pawl causing approximately three to four-blade ratchets to extend beyond the cheek blades.
3. The handcuffs will never be removed from the case for any reason except to be used in the manner described above.
4. The case will contain only handcuffs and no other items, such as gloves, etc.

## **HANDCUFF APPLICATION PROCEUDRE**

Once the handcuffs are applied, the arresting Security personnel shall:

1. Use his index finger as a "spacer" and insert the finger in the space between the blade and the subject's wrist.
2. Once the space has been verified, authorized security will lock out the handcuffs by taking their key and placing the tip in the lock-out hole. As discussed previously, there are two variations to the lockout mechanism, and it is the responsibility of each Security employee to understand how their respective handcuffs operate.
3. Security will ensure that the handcuffs do not ride above the subject's wrists and are as comfortable as possible under the circumstances.
4. The arresting Security employee shall guide the subject using the subject's arm and NOT the links of the handcuffs.

## **HANDCUFF REMOVAL**

The handcuffs will remain on the subject if a subject was "handcuffed" pursuant to a lawful arrest. The subject may complain and voice opposition, however, this is to be expected. The times in which handcuffs shall be removed are:

1. Upon command from a Peace Officer who is at the scene and assuming custodial control of the subject.
2. The subject goes into a medical emergency and the handcuffs have to be removed to properly treat the person.

Under no other circumstances will the handcuffs be removed from the subject.



# CRISIS BEHAVIOR ESCALATION

Security personnel must understand the difference between a hostile situation and a combative situation.

- **Hostile situations:** are situations that involve contact with people who are angry, upset, or argumentative. Hostile situations can result in combative situations depending on how they are handled.
- **Combative situations:** are situations where physical force of any kind is necessary to prevent injuries or to overcome resistance.

Hostility can be reduced by approaching any situation in a calm manner; however, it does need to be noted that a calm understanding approach to reduce hostility may work with some individuals, but not with others. Security Personnel should use the following as guide to help reduce hostile situations which in turn will eliminate combative situations.

- Before interacting with the hostile individual call for back up specifically for a Security Lead Host, and/or Manager
- This must also be done if the hostility is mainly being directed to any member of the security staff that has given a directive that the individual resisted
- Remain calm, do not display any emotion as this can increase their hostility
- Make sure to avoid displaying aggressive body language
- Listen to the individual's complaint or story without interjecting comments or opinions
- Once the individual has finished detailing their complaint or story, repeat the main points, as this shows the individual that you were paying attention
- If possible, assist the individual with what is in your control to assist them with regarding their complaint/story, anything else must be addressed by a Security Lead Host or Manager
- Do not ever use threats or unnecessary tactics to obtain compliance from any individual.

Security Personnel must constantly be aware of the behavior of any hostile individual that they are interacting with, the following are signs that an individual's hostility is increasing instead of decreasing:

- Agitation in voice or body movement
- Rapid movement in speech
- Taking a combative stance
- Facial expressions that show anger and/or annoyance
- Conversation that turns into yelling

If it is determined that an individual's hostility is not decreasing, the following techniques can be utilized to decrease their hostility:

- Ask the person to calm down
- Let them know that you are here to help
- Remain neutral, this reassures the person you are not against them
- Use the "Cooler Method" by having another member of the security interact with the person. A new face may help calm the person down.

## CRISIS BEHAVIOR ESCALATION LEVELS:

Crisis Behavior Escalation can be grouped into four categories. The following illustrates the escalation starting from the lowest level (anxiety level) and proceeds to the highest level (Reduction level). All Security Personnel should be aware that not agitated subject can always be expected to start at the lowest and then proceed upwards.

- Level 1: ANXIETY - A noticeable change in outer behavior.
- Level 2: DEFENSIVE - Person is hostile, though not combative.
- Level 3: IMPLEMENTATION - Person physically acts out hostility.
- Level 4: REDUCTION - Person, voluntarily or forcefully, reduces their level of hostility and positively modifies his/her behavior.

**Level 1: ANXIETY**-- There is a noticeable change of behavior of the subject. Stress and tension are mounting in such a way as to cause the person to increase their energy output. Since this mounting anxiety may not be directed at any particular target (person or equipment), the subject will become more agitated as the frustration builds and compounds itself. This is the easiest level for security personnel to intervene and mitigate the issue or problem that is troubling the subject.

**Level 2: DEFENSIVE** - If no intervention has occurred or the subject has not calmed down, the agitated energy (frustration, emotions) will cause the subject to lose their sense of rationality and thus self-control. As this happens a predictable pattern of verbal abuse may escalate within Level #2. This abuse pattern is referred to as the Verbal Escalation Continuum and is composed of the following elements:

- Questioning: The subject is challenging the authority of Security Personnel.
- Refusal: Subject refuses to cooperate with Security Personnel.
- Release: Subject begins to vent emotions at Security Personnel.
- Intimidation: The subject is verbally abusive to Security Personnel.

This continuum can be initiated at any point. Security personnel needs to be cognizant of the steps involved and the actions involved at each level. An illustration of this continuum is as follows:

1. **QUESTIONING**: The subject is challenging security personnel's authority to engage with the subject in the first place.
2. **REFUSAL**: If after being given precise instructions the subject will not cooperate, he/she is refusing to participate in the process of seeking a peaceful resolution. This is a deliberate and conscious effort on his/her part. It is also an indication that the subject is prepared to escalate the scenario a step further.
3. **RELEASE**: The subject has lost self-control and started to vent his/her emotions. In this process, the subject will become verbally abusive and emotionally upset. He/she will say things that, later upon retrospect, might be regretted. For the immediate moment, the subject will release pent-up emotions and channel frustrations towards security personnel.

4. **INTIMIDATION:** The subject has reached the height of verbal abuse. He/she is attempting to win the interaction with security personnel via a heated exchange of words. The tone and language will be abusive, sometimes insulting, and possibly degrading. Under no circumstance are security personnel to drop to this level of response and take the things being said personally. The subject is not engaging the security personnel as a person, but rather the uniformed authority. If the intimidation is not reduced effectively, Security Personnel should prepare for possible physical engagements.

**Level 3: - IMPLEMENTATION:** The subject has lost control and is now manifesting their distress and anxiety into physical expression. This expression can be from a simple push to a full punch or kick. It is at this level, and nowhere else, security personnel is permitted to use physical countermeasures upon the person of another. As expressed previously, statutory as well as the company policy prohibits any degree of excessive force.

**Level 4: - REDUCTION** - This is the final phase the subject will, one way or another, conclude upon. Whether by voluntarily or forcefully, reducing their level of hostility and positively modifies his/her behavior.

## **SECURITY RESPONSE OPTIONS**

The following details common behavior levels that may be expressed by any one individual as well as the ideal response from security personnel.

**Anxiety:** Respond by being **supportive**. Actively listen to the subject; be non-judgmental as this allows the subjects to feel like they are being taken seriously.

**Defensive:** Respond by being **direct**. Use clear and simple demands while establishing acceptable forms of conduct and communication. The best technique to apply this strategy is by using VERBAL JUDO known as L.E.A.P.S.

L.E.A.P.S stands for:

- **Listen:** Pay attention to what you are being told
- **Empathize:** Relate to the individual, if possible, try to see the issue from the prospective
- **Ask** (questions): Talk to the subjects, try, and obtain information that can help answer any item that both parties may be unclear about this is needed to ensure understanding of the situation
- **Paraphrase:** After the subject has relayed all the essential information about the situation, restate their concerns
- **Summarize:** Present any solution that is within your control, anything outside your control must be addressed with a Security Lead Host or manager

**Reduction:** Respond with **verbal professional control**. At this point, the subject's behavior has changed either on his own or by motivation. Security personnel are to acknowledge the subject's cooperation. To keep the subject's cooperation, security personnel must constantly be aware of demeanor and how to relay verbal information

**Reduction(when force is necessary):** Respond with **control with restraint**. This response should only be used when a subject has reached a behavior (i.e., combative) where security

personnel have determined that the safety of employees and guests is in jeopardy. Security Personnel can also resort to restraint when the threat of violence has been made

## **TRESPASSING GUESTS**

1. Security Management and/or Security Lead Hosts can eject trespassing guests for the following reasons:
  - a. Violation of any Federal, State, or local laws
  - b. Violation of property-specific policy
  - c. Other inappropriate behavior
  - d. The guest refuses to cease, desist, and refuses to leave when requested to do so.
2. Security Personnel should gather the following information, if possible:
  - a. Name
  - b. Address
  - c. Date of Birth
  - d. Physical Description
  - e. Take photo of subject when possible

Formal trespasses remain in effect until such time as they expire or are rescinded by the Director of Security. The Director of Security will review the active Trespass List at least annually, or at a specific request by an individual and communicate any changes to all managers/departments concerned.

### **The following people are subject to ejection:**

1. Any person carrying a deadly weapon, unless the person is a law enforcement Security Host within his/her jurisdiction, i.e., LAPD or West Hollywood Sheriff Department, FBI, California Highway Patrol, Fire Department, Arson Investigator. Even weapons carried with a Concealed Weapons Permit are not allowed. If anyone carrying a weapon refuses to leave, immediately contact your immediate supervisor to call Local Law Enforcement.
2. Anyone creating a disturbance such that guests or employees are annoyed or abused, or such that employees are unable to continue with their assigned duties.
3. Anyone who enters the premises and commits a crime, attempts to commit a crime or exhibits intent to commit a crime.
4. Anyone who endangers the health, well-being, or life of another guest or employee.
5. Anyone who maliciously damages, mutilates, and/or destroys any Company property.
6. Anyone defrauding or attempting to defraud The Company.
7. Anyone who enters the premises for the purposes of prostitution, panhandling, or soliciting their own business from Company customers.
8. Anyone who requests or solicits any unlawful controlled substance will be immediately removed from the premises. Anyone who uses, sells, or dispenses any unlawful controlled substance
9. Anyone who, after a prior warning from Security personnel, refuses to comply with the policies and procedures of The Company.
10. Any guest or employee caught stealing.

## PROCEDURES FOR EJECTION

The following guidelines should be used if it becomes necessary to remove a person from the property:

1. Security and/or a security lead must always be present if anyone is being asked to leave the venue.
2. Security will call local law enforcement when appropriate or prudent and when required under the law.
3. Request the person to leave voluntarily. If he/she complies, accompany the person off the property. Never impede their progress if they are in the process of leaving. Ask the person for identification, and if he complies willingly, make a written record of the identification. If refused, do not attempt to find, or obtain identifying materials.
4. If the person refuses to leave, contact your Security lead and/or the security manager and await his arrival before reading the trespass warning. The trespass warning is as simple as informing the person that they are:
  - No longer welcome at the venue.
  - That they need to leave the property immediately as they are now trespassing.
5. After reading the Trespass Warning, again ask the person to leave voluntarily. If he/she refuses, advise the guest that Security may use the minimum force necessary to eject him/her off the property.
6. If a person is violent and requires restraining, for the safety of himself or others, remove him/her to the nearest safe location as soon as possible and remove him/her from the premises as soon as he/she is calmed down (unless a decision has been made by a supervisor to detain him for the local Law Enforcement)
7. The removal procedure should be conducted quickly, firmly, and as quietly as possible, with the **Minimum amount of force reasonably necessary for effective removal.**

### SPECIFIC GUIDELINES FOR EJECTION:

**Ejection Only:** If a decision is made by a Security Lead Host or Manager, to simply eject the patron (for minor issues, such as dress code violations, refusal to follow rules, minor scuffles, verbal confrontations, etc.) remove the person from the premises as quickly as possible using the minimum force necessary as explained previously. First, ask the person to leave voluntarily. If he/she is willing to comply, escort him/her without the use of any force off the premises. If he/she refuses, read the trespass warning, and advise him/her that force will be used to remove him/her if he/she refuses. If he/she is willing to leave, escort him/her off the premises without force; otherwise, use the minimum force necessary to eject. Ask the person for their name and identification, but if refused do not attempt to find identifying materials on his/her person. If identification is refused, following ejection, interview other patrons to see if identification can be established and describe the person as completely as possible in the incident report.

# **INCIDENT REPORT DOCUMENTATION**

Incident Report Documentation is a critical function of the Security Department as the department is required to write reports that document events, both criminal and civil, that occur inside the venue. For the paperwork to be of any use security must include and keep the following while writing all reports.

## **Why are reports written?**

1. Documentation of the events: Reports and all the supplemental inclusions (like photographs, diagrams, etc.) are the primary means of 'recording' in a permanent manner ALL the vital aspects of an incident. The recording of the event in a document as close to real-time as possible reduces the chance that certain elements of the incident will be altered or forgotten.
2. Validation of claims made by participants: A report that is produced as close as possible to the time of occurrence, as well as written correctly, will preserve the stories or claims of the people involved. This will preclude alterations to the stories, for whatever reason, later.
3. Adds to the body evidence: The report itself is used as an item of evidentiary matter because it contains statements and observations made by persons in the report.
4. Used in the event of litigation: The reports will almost certainly be used if there is any litigation, be it criminal or civil.
5. Supplements official reports: If reports were also written by Officials, such as the Police, Fire, or Coroner's Office, to name a few, the report by the company's security will be used as a supplement to the Official documents.

## **Who may be users of reports?**

1. Owner/Operator of the establishment: The licensee of The Company, either directly or through appointed representatives, will utilize the report as a permanent record or in their defense in the event of litigation.
2. Senior Management of Security: Security Managers will be reading all the reports to ascertain a complete understanding of the events that the Security Hosts have documented. In this way, security management can keep abreast of events that may expose The Company to liability claims.
3. Attorneys for the company: Certainly, in the event of a lawsuit or claims for civil action against the property, The Company attorneys will be basing their legal decisions on the content and quality of the Security's report. If the report is weak and fails to provide ALL the information that it originally should have, the document will be of little use to the attorneys for protecting The Company in court.
4. The insurance company: If there is a possibility that a claim may be made against the property then the Insurance Company will be involved. If The Company is self-insured, then the claim will be rolled over to the outside underwriter if the dollar value has reached the excess amount of the self-insurance provisions.
5. District Attorney: The D.A.'s Office will be using the Security's report in addition to other official reports to prosecute persons suspected of having committed public offenses on the Company premises.
6. Plaintiff's Attorney: The Plaintiff's attorney will use the Security report to vindicate his/her client. He/she will do this by discrediting both the report and its author (the Security Host). Every effort will be made by this attorney to challenge and refute the report, thereby reducing its impact as a tool against his/her client.

7. Official Government Agencies: These agencies will be using venue Security's reports as supplements to their own; hopefully the report will be to the same caliber as those of the public agencies.
8. Occupational Safety and Health Administration (OSHA): This agency is responsible for maintaining, enforcing, and investigating all matters regarding employee safety while ON THE JOB! It has happened that an OSHA investigator, while making an inquiry into a workplace accident claim, has requested to review the Security Host's report(s). The OSHA agent will be attempting to reconstruct an event using as much information from as many sources as possible.
9. State industrial insurance system: This agency is responsible for administering the State of California's Workman's Compensation program. When an employee is injured on the job and has been incapacitated from working, generally, he will be receiving compensation from SIIS. Agents from this agency will conduct their investigation of the accident and, as with other official agencies, will be using the Security Host incident report. The purpose, as with OSHA, is to understand the nature of the accident by reconstructing it using all available means.
10. Equal Employment Opportunity Commission (EEOC): This agency is responsible for the issues regarding employment discrimination and harassment as they are postulated in:
  - Title VI and Title VII of the Civil Rights Act of 1964
  - Executive Order 11246
  - Section 503 of the Rehabilitation Act of 1973
  - Nov. 1991 Amendment to the 1964 Civil Rights Act regarding Sexual Harassment
  - American with Disabilities Act of 1990

The EEOC is responsible for investigating all issues of discrimination regarding issues of race, color, religion, sex, national origin, and disability. All on-site incidents involving ANY of the above issues will be first investigated by the Security Investigators and the appropriate reports written. These reports will be a major component of an EEOC investigation and thus should be written with all of the essential elements fully covered.

### **What is written in the report?**

All the pertinent details of an incident or crime must be in the report. Simply put, every WHO, WHAT, WHERE, WHEN, WHY, and HOW must be examined and addressed in the report.

### **Where is the report written?**

The incident report is written in the venue office immediately following service and not in the field. The Security Lead should always consult with the venue MOD to ensure all incidents are being documented. The report writing should not be done at the scene as it can lead to a flawed report, instead collect the pertinent details in your notebook, which will then be used to compile the incident report.

## **LOST AND FOUND PROCEDURE**

It is inherent in the nature of the hospitality industry that, on a day-to-day basis, patrons and customers will lose personal property. Personal property is continuously left behind in the venue. Most of that property is successfully recovered by employees and then turned over to Security or management.

The company policy regarding recovered property is simply this: Whenever any employee discovers the property belonging to another, every concerted effort will be made to retain the lost item in temporary custodial control, maintain the welfare and integrity of the item and then seek out the rightful owner and surrender it accordingly.

The department responsible for handling all recovered items is the Security Department. Generally, the Security Department either directly recovers lost items or acts as the recipient of items recovered by another party.

### **Procedure:**

- Items found or turned into you will immediately be given to a Security Lead Host or manager
- Guest inquiries will be radioed to security. If we do not have the item, we will take the guest's info to contact them if the item is recovered later. Guest will be reassured that we will call them directly if the item is found
- Ensure contact info is completed accurately (do not allow guest to give you the same contact phone # of the phone he/she just lost)
- Document in the NAR



## **FIRST AID AND RESPONSE**

The purpose of first aid is to provide immediate and temporary care to make those in need as comfortable and as protected as possible until the arrival of qualified advanced medical services. It is not the purpose of first aid to supply intermediate or advanced medical care.

Any Security Personnel may be subject to legal liability if they become creative on their own, invent their own methods, exceed their credentials, or apply other unconventional techniques while assisting those in need.

The policy of The Company regarding its Security Hosts rendering first aid is simple: Every Security Host shall make a reasonable attempt to come to the medical aid of any person overcome by sudden illness, accident, and other emergency related issues. Such aid should be appropriate under the circumstances and in accordance with all Company policies and procedures. Further security will not attempt to supply aid more than their capability.

Every Security Host will make an active and vigilant attempt to provide aid and will not ignore, retreat or in any way 'abandon' the request of an individual in need.

### **DIRECTIVE:**

1. To provide immediate and temporary care. This means that the very nature of the care is meant to assist those in need.
2. Make those in need as comfortable as possible. This means that the Security will try to alleviate as much discomfort as possible under the circumstances.
3. Keep the victim as protected as possible. This also means that Security will make every attempt to keep those in need out of "harm's way" in the immediate environment.

## **EMERGENCY ACTION PRINCIPLES:**

- Asses the area and victim: Before Security can help those in need, he/she must make sure that the area is safe for the Security Host and any bystanders. The Security Host needs additional information and should attempt to answer the following questions:
  - Is the immediate area safe from hazards?
  - What happened to the person(s)?
  - How many actual persons in need are there?
- Check for anything that will make the area unsafe such as spilled chemicals, fire, traffic, smoke, live electrical wires, toxic chemicals, and others. If these hazards are present, keep away at a safe distance and call for additional assistance to mitigate the hazard. The Security Host should not put himself in danger.
- Try to determine what happened and what caused the incident. Nearby objects such as a fallen ladder, broken glass or a spilled bottle of medication may provide this information. Witnesses are your best source of information.
- Look carefully for more than one individual in need.

Alert immediate Security lead and/or Security Manager. Make sure to speak clearly and follow proper radio protocol. After the alert, you are not to leave the immediate area until help arrives. Continue to stand by in case your assistance is needed.

During any assessment of an injured individual, Security must take great care not to move the injured. Look for Medic Alert tags (necklaces, bracelets, and anklets) that will provide you with further information.

Notify Security Lead Hosts and Security Managers of all incidents involving individuals in need.

# **DRUG AND ILLEGAL SUBSTANCE PROTOCOL**

The Company enforces a “Zero Tolerance” for drug and/or illegal substance use and/or possession. Any guest found to be using or in possession of drug and/or illegal substance use are subject to the following:

- If any drugs and/or illegal substances are found and it can be construed as personal use, the guest will be asked to leave and be subject to trespass

## **SIGNS OF ALCOHOL AND DRUG USE**

- **Alcohol:**
  - Odor of Alcohol on breath
  - Difficulty focusing
  - Difficulty standing or loss of balance
  - Glazed appearance of eyes
  - Irritability
  - Flushed skin
  - Slurred speech
  - Repetitive speech
- **Marijuana:**
  - Loud, rapid speech
  - Laughter
  - Tiredness (sleepy)
  - Forgetful conversation
  - Inflammation in the whites of eyes
  - Odor on clothing or breath (odor like burnt rope)
  - Distorted sense of time
  - Use or possession of paraphernalia may include roach clip, packs of rolling papers, pipes, or bongs
- **Cocaine/Crack/Methamphetamines/Stimulants:**
  - Dilated pupils
  - Dry mouth and nose
  - Bad breath
  - Frequent lip licking
  - Irritability
  - Argumentative, nervous demeanor
  - Cold or chronic sinus/nasal symptoms/problems
  - Excessive activity (difficulty sitting still)
  - Lack of interest in food and sleep
  - Use or possession of paraphernalia may include small spoons, razor blades, mirror, straws (plastic, glass, or metal), and little bottles of white powder

- **Depressants:**
  - Lack of energy (no facial expressions/liveliness)
  - Difficulty focusing
  - Glazed appearance of eyes
  - Irritability
  - Flushed skin
  - Slurred speech
  - Memory loss (blackouts)
  
- **Narcotics/Prescription Drugs/Opium/heroin/Codeine/Oxycodone:**
  - Lethargic
  - Drowsiness
  - Slurred speech
  - Constricted pupils fail to respond to light
  - Red and raw nostrils (due to inhalation)
  - Scars from needle injections (on inner arms or other parts of the body)
  - Use or possession of paraphernalia may include syringes, bent spoons, bottle caps, eye drops, rubber tubing, cotton, and needles
  
- **Inhalants:**
  - Substance odor on breath or clothing
  - Runny nose
  - Watering eyes
  - Drowsiness or unconsciousness
  - Poor muscle control
  - Group activities preferred
  - Use or possession of paraphernalia may include spray paint cans or similar, small bottles labeled “incense”, (Please refer to Solvents, Aerosols, Glue, Petrol)
  
- **Solvents, Aerosols, Glue, Petrol:**
  - Slurred speech
  - Impaired coordination
  - Reckless behavior
  - Nausea/vomiting/diarrhea
  - Slowed breathing
  - Fatigue/depression
  - Loss of appetite
  - Pains in chest, muscles, and joints
  - Sores on nose or mouth to include nose bleeds
  - Use or possession of paraphernalia may include spraying paint cans, laughing gas, nitrous, etc.

- **LSD/Hallucinogens (natural and synthetic form):**
  - Dilated pupils
  - Anxiety
  - Depression
  - Excessive perspiration/body odor/warm skin
  - Distorted sense of sight/hearing/touch
  - Distorted self-image and time perception
  - “Seeing” sounds and or “hearing” colors
  - Natural Hallucinogens may include (peyote) cactus and psilocybin mushrooms
  - Synthetic Hallucinogens may include LSD, MDA, STP, and PCP (refer to PCP)
  
- **PCP:**
  - Dilated/Floating pupils (follow moving objects)
  - Eyes may be opened or closed
  - Agitation
  - Disorientated
  - Walking irregularly
  - Deadened sensory perception (may experience severe injuries without notice)
  - Mood swings (from passive to violent without notice or reason)
  - Comatose (when large amount is consumed)
  
- **Ecstasy:**
  - Dilated pupils
  - Rapid eye movement/blurred vision
  - Headache/confusion/dizziness
  - Depression
  - Dehydration/faintness
  - Excessive perspiration/chills or sweats
  - Anxiety/paranoia/panic attacks
  - Can be affectionate
  - Grinding of teeth/clenching of jaw resulting in sore jaw
  - May be in possession of pacifiers, lollipops, candy necklaces, mentholated vapor rub

## SCHEDULE

Your schedule is your responsibility. Please check your schedule every week as the schedule is subject to change. We use a system called Schedule Fly to schedule employees and you can always find your schedule at any time online at [www.Schedulefly.com](http://www.Schedulefly.com). The schedule is sent out on Sunday evening for the week.

## WEAPONS

Security is never allowed to have on their person any weapon or anything that can be construed as a weapon while on property of any Company venue whether they are working or not.

Team Members are at **no time** authorized to bring firearms into any venues. This includes any item that may be mistaken for or construed as firearms (water guns, cap guns, etc.). Even items such as pocketknives have no place in the venue. A knife may have a relevant use as a tool during the day but bringing one into work introduces an unsafe element to our environment. Even if one is not inclined to use the knife in a harmful manner its' presence still presents a hazard. For example, it may fall on the floor during an altercation or otherwise be accessible to a guest to use against Team Members.

## CELEBRITY

Team Members should never solicit pictures, autographs, jobs, or anything from a celebrity. Nor should they ever attempt to give a celebrity a headshot, business card, etcetera. Team Members should interact with celebrities in the same manner as we treat all our VIP guests.

## TIPS

Security should never be pressuring or soliciting tips from guests. Further, tips should never be accepted in exchange for special privileges.

Examples of inappropriate behaviors regarding tips:

- A Team Member telling a guest "If you take care of me, I'll take care of you."
- A Team Member accepts money in exchange for letting a guest into a restricted area such as a VIP section or employee bathroom.
- A Team Member excessively following a guest while they are exiting a venue.
- A Team Member showing their disappointment after not receiving a tip.

## **OFF DUTY**

1. Security may not be on the premises of any Company venue off duty while in full or partial uniform. In situations where Security finds themselves as guests at an Company venue they must be in full “civilian” clothing as not to be mistaken as security team members.
2. Security Hosts must receive preapproval before attempting to gain entry at any Company venue or event. It is not mandatory to be allowed entry, simply because you are an employee.
3. Security Hosts may not act as security or help out in any job-related function while not formally in uniform and clocked in.
4. Security should not expect any special privileges because of their employment. – i.e., drink tickets or free drinks, free entry, etc.

## **TEAM MEMBER’S GUESTS**

Security team members should never show up to work with friends or personal guests. A team member’s friends are not allowed inside the venue until the venue is officially open to the public. Team members who invite guests should not expect any sort of special treatment and should have preapproval from the venue GM prior to inviting the guest.

Personal friends/guests who are approved entry, cannot distract or hinder a team member’s performance while working.

## **WINTER DRESS CODE**

Team members that will be working outdoors in the wintertime are allowed to wear appropriate clothing for the weather, however they must follow these guidelines.

- A winter business style overcoat or Peacoat that is black can replace the suit jacket.
- A plain black hat. Please get approval on the hat from the Director of Security prior to wearing it. Black baseball style caps are not allowed.
- Plain Black gloves may be worn.

## **REQUESTS FOR EJECTIONS**

At no time should any Company team member be making the decision that a guest is not welcome without consulting the proper Management. If a Team Member ever approaches a Security Host with a request such as “Get him out of here!” The security host must immediately call the Lead or Manager. Security is never to ask someone to leave blindly just because another Team Member has made the request. The team member may ask to move the guest near the front door to have a conversation without the distractions of the music and other guests/staff. But assure the guest they are not being removed from the club until the decision is made by the GM or senior management.

If a Lead responds to such a situation he/she should empathically hear both sides of the situation. Often a Lead can find a win/win solution such as an apology or a warning to satisfy both parties. All factors must always be considered before a guest is asked to leave. In difficult situations, consult the manager.

## **GUEST COMPLAINTS**

1. Listen to the problem
2. Apologize to the guest
3. Immediately alert a manager about the situation
4. Follow through with any corrections that the Manager deems necessary
5. Check back with the guest to make sure they are completely satisfied

## **POLICE/FIRE MARSHALS/SECURITY AGENTS**

The following policy must be strictly observed:

“Any State or Federal Agents who presents identification at our venue to investigate is to be allowed immediate entry and will not be required to follow the standard entry procedures upon identifying themselves as an Agent of a State or Federal agency. They will not need to be included on the guest list, issued an admission ticket or be required to pay any cover charge. Failure to follow such procedure will be grounds for immediate termination.”

Further:

“Only on-duty local or federal agents may carry a firearm into a bar/nightclub. Private security such as body guards, are NOT allowed to bring weapons of any kind into the venue. No one with a firearm is allowed to drink on or off duty. No one with a concealed weapons permit may carry a firearm into a bar. On-duty officers must be in uniform and show the proper ID and all managers and door hosts must to be aware of their presence. Off-duty officers are required to leave their guns in their cars.”

**Never let a private bodyguard bring a weapon of any kind into a venue. Further, when pat downs are being enforced, the procedure must include all celebrity bodyguards. Do not let bodyguards pressure you into skipping a pat down.**

**If a bodyguard tells you that he/she has a CCW and if they cannot enter the venue that the celebrity client will leave, politely inform them that it is not your choice. Explain that it is company policy and that you will call a manager to discuss the issue.**



# SECURITY HANDBOOK ACKNOWLEDGEMENT

I acknowledge that I have received a copy of The Company Security Handbook. I accept responsibility for familiarizing myself with the information in the Handbook and will seek from my supervisor verification or clarification of its terms, answers to questions I may have which are not addressed in this Handbook, and any other guidance where necessary.

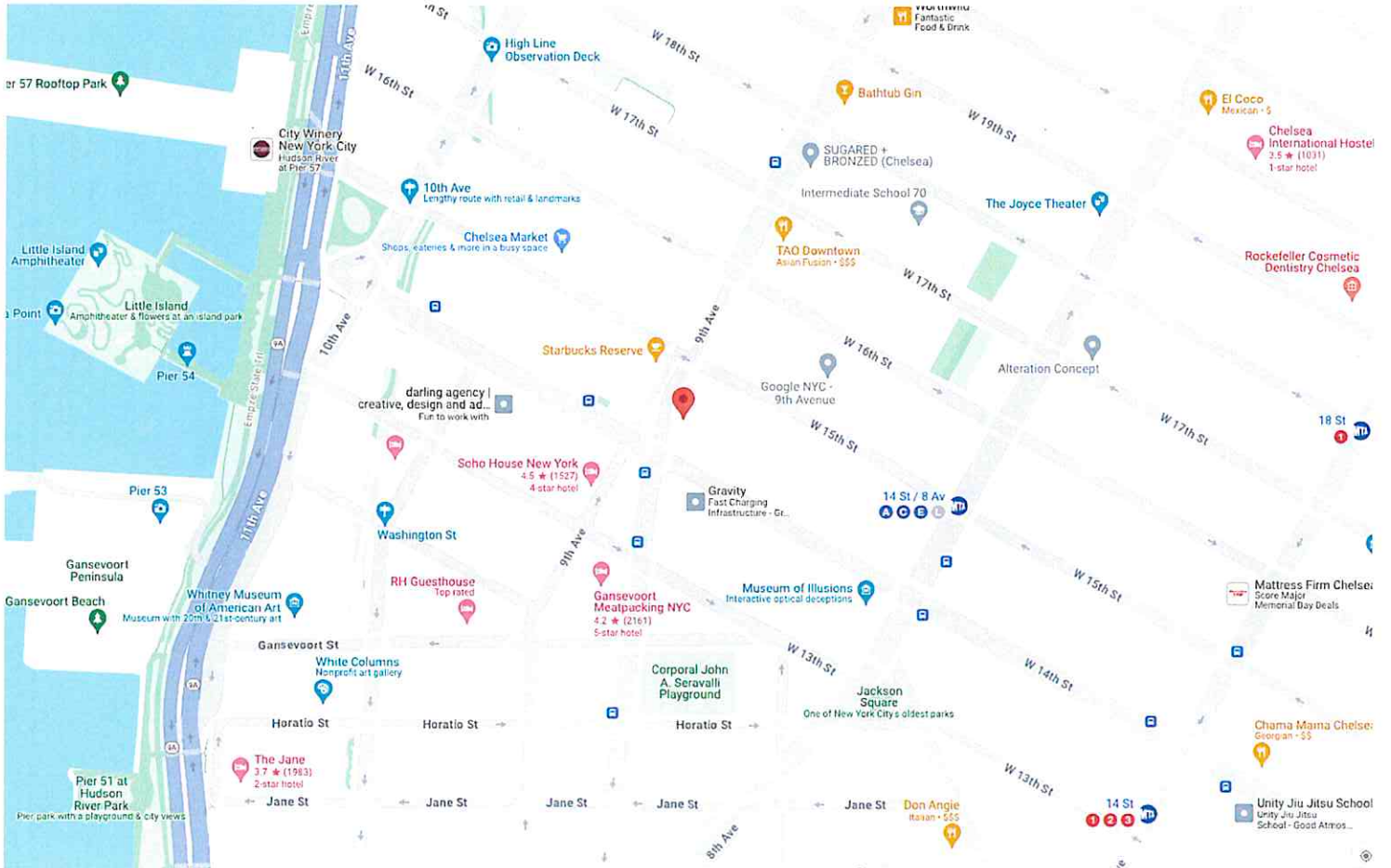
Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

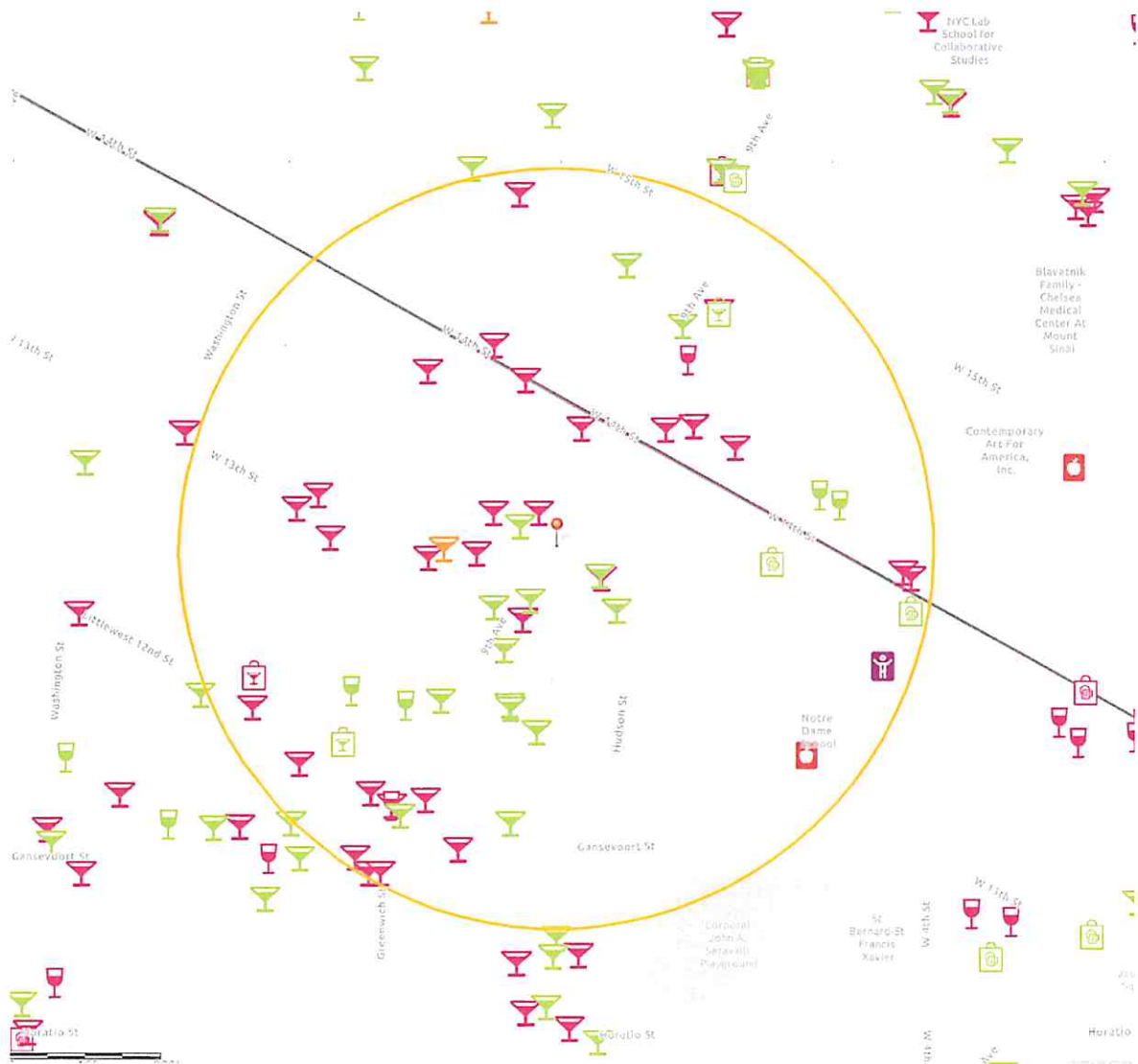
# HELBRAUN | LEVEY

## NEIGHBORHOOD MAP



# HELBRAUN | LEVEY

## 500 FOOT MAP



GREEN MARTINI = ACTIVE OP  
ORANGE MARTINI = PENDING OP  
PINK MARTINI = INACTIVE OP  
GREEN WINE = ACTIVE RW/TW  
ORANGE WINE = PENDING RW/TW  
PINK WINE = INACTIVE RW/TW

This report is for informational purposes only in aid of identifying establishments potentially subject to 500 and 200 foot rules. Distances are approximated using industry standard GIS techniques and do not reflect actual distances between points of entry. The NYS Liquor Authority makes no representation as to the accuracy of the information and disclaims any liability for errors.

Proximity Report For:	
Location	50 9th Ave, New York, New York, 10014
Geocode	Latitude: 40.74051 Longitude: -74.00562
Report Generated On	6/3/2024

8 Closest Liquor Stores		
Name	Address	Distance
CHELSEA WINERY LTD License ID: 0100-22-115739 Legacy Serial No.: 1344846	60 9TH AVE NEW YORK, New York 10011	378 ft
LITTLE WEST WINE AND SPIRITS INC License ID: 0100-23-123870 Legacy Serial No.: 1301089	19 LITTLE W 12TH ST NEW YORK, New York 10014	380 ft
SKM HOLDINGS LLC License ID: 0100-22-116987 Legacy Serial No.: 1280102	185 GREENWICH ST STORE#LL2370 UPPR LEVEL WALL ST NEW YORK, New York 10007	916 ft
MANLEYS WINES & SPIRITS INC License ID: 0100-23-125777 Legacy Serial No.: 1023603	35 8TH AVENUE NEW YORK, New York 10014	927 ft
HOME OF CHEERS CORP License ID: 0100-23-123566 Legacy Serial No.: 1272694	188 90 8TH AVE NEW YORK, New York 10011	942 ft
MFR RETAILING LLC License ID: 0100-22-116120 Legacy Serial No.: 1300071	249 W 13TH ST NEW YORK, New York 10011	1,147 ft
MAHADEV INC License ID: 0100-21-113685 Legacy Serial No.: 1265163	242 W 14TH ST NEW YORK, New York 10011	1,412 ft
KOVY WINE & SPIRITS CORP License ID: 0100-22-117570 Legacy Serial No.: 1023602	579 HUDSON STREET NEW YORK, New York 10014	1,523 ft

Schools within 500 feet		
Name	Address	Distance
NOTRE DAME SCHOOL	327 W 13TH ST NEW YORK, NY 10014	429 ft

Churches within 500 feet	
Name	Distance
Our Lady Of Guadalupe Church	459 ft

Pending On Premises Liquor Licenses within 750 feet		
Name	Address	Distance
HC OPERATOR INC Application ID: NA-0349-22-118692	403 W 13TH ST AKA 29 35 9TH AVE NEW YORK, New York 10014.0	149 ft
Fyah Jerk Chicken, LLC Application ID: NA-0340-24-100237	75 9th Ave Ste 01A5F, 01A5G New York, New York 10011.0	681 ft
Maki A Mano Inc. Application ID: NA-0340-23-147365	75 9th Ave Ste 01D10 New York, NY 10011.0	714 ft

Active On Premises Liquor Licenses within 750 feet		
Name	Address	Distance
TOURNEAU LLC License ID: 0415-23-126123 Legacy Serial No.: 1335212	29 35 9TH AVE NEW YORK, New York 10014	55 ft
BENTO BROOKLYN LLC License ID: 0346-22-116329 Legacy Serial No.: 1314438	675 HUDSON ST STE 5S 5N NEW YORK, New York 10014	69 ft
REHANDARI LLC License ID: 0340-23-127227 Legacy Serial No.: 1138317	24 9TH AVENUE 13TH & 14TH STREETS NEW YORK, New York 10014	77 ft
SOHO HOUSE NEW YORK LLC License ID: 0343-23-117652 Legacy Serial No.: 1122680	29 35 9TH AVENUE 13TH & 14TH STREETS NEW YORK, New York 10014	112 ft
SOHO HOUSE NEW YORK INC License ID: 0349-23-126996 Legacy Serial No.: 1137859	29 35 9TH AVE 6TH FLOOR 13TH STREET & 14TH STREET NEW YORK, New York 10014	112 ft
675 HUDSON VAULT LLC License ID: 0340-22-105422 Legacy Serial No.: 1101314	675 HUDSON STREET 13TH & 14TH STREETS NEW YORK, New York 10014	116 ft
HOTEL GANSEVOORT GROUP LLC; WSA-NY MANAGER LLC License ID: 0343-23-116004 Legacy Serial No.: 1146037	18 9TH AVE CORNER WEST 13TH STREET NEW YORK, New York 10014	151 ft
18 9TH AVENUE MEMBERSHIP CLUB CORP License ID: 0349-24-100160 Legacy Serial No.: 6008067	18 9TH AVE PORTION OF GR FL, CELLAR, ROOF NEW YORK, New York 10014	216 ft
WSA CAFE LLC, WSA - NY MANAGER LLC License ID: 0340-23-130812 Legacy Serial No.: 1329727	18 9TH AVE NEW YORK, New York 10014	219 ft
MAIZON NEW YORK LLC & GANSEVOORT LLC License ID: 0340-23-136130 Legacy Serial No.: 1353012	657 HUDSON ST NEW YORK, New York 10014	244 ft

Active On Premises Liquor Licenses within 750 feet		
Name	Address	Distance
LUCKY 13 ASSOCIATES LLC License ID: 0340-23-136873 Legacy Serial No.: 1254224	21 27 9TH AVE NEW YORK, New York 10014	251 ft
ORIGINAL HOMESTEAD, THE License ID: 0340-23-131533 Legacy Serial No.: 1028373	56 9TH AVENUE 52-60 9TH AVE NEW YORK, New York 10011	336 ft
MOLLUSCA LLC License ID: 0340-22-108296 Legacy Serial No.: 1332573	1 3 LITTLE W 12TH ST NEW YORK, New York 10014	367 ft
SIREN RETAIL CORPORATION License ID: 0340-22-109088 Legacy Serial No.: 1306873	61 9TH AVE NEW YORK, New York 10011	383 ft
SERAFINA MEATPACKING LLC License ID: 0340-22-103296 Legacy Serial No.: 1259448	7 9TH AVE NEW YORK, NY 10011	407 ft
RH NY GUESTHOUSE LLC & RH NY GUESTHOUSE F&B LLC License ID: 0343-22-126828 Legacy Serial No.: 1313289	55 GANSEVOORT ST NEW YORK, New York 10014	504 ft
LITTLE WEST 12TH LLC License ID: 0340-22-103966 Legacy Serial No.: 1164726	26 LITTLE WEST 12TH STREET 9TH AVENUE & WASHINGTON STS NEW YORK, New York 10014	509 ft
NUSRET FH NY LLC License ID: 0340-22-112266 Legacy Serial No.: 1337633	412 W 15TH ST NEW YORK, New York 10014	511 ft
BANTER WEST VILLAGE LLC License ID: 0340-22-113013 Legacy Serial No.: 1321578	643 HUDSON ST NEW YORK, New York 10014	513 ft
SLJ BAR LLC License ID: 0340-23-138275 Legacy Serial No.: 1271271	63 GANSEVOORT ST GROUND FLOOR NEW YORK, New York 10014	531 ft
BANGKOK SUPPER CLUB LLC License ID: 0340-23-128408 Legacy Serial No.: 1354267	641 HUDSON ST NEW YORK, New York 10014	537 ft
BUDDAKAN NY LP License ID: 0340-21-116082 Legacy Serial No.: 1160625	75 9TH AVE CHELSEA MARKET NEW YORK, New York 10011	541 ft
MKT GROUP LLC License ID: 0340-23-137410 Legacy Serial No.: 1248780	75 9TH AVENUE NEW YORK, New York 10011	543 ft
MARISCOS CHELSEA LLC License ID: 0340-22-104279 Legacy Serial No.: 1293690	409 W 15TH ST AKA 75 9TH AVE NEW YORK, New York 10011	569 ft
SNS BAR LLC License ID: 0340-23-130090 Legacy Serial No.: 1309901	63 GANSEVOORT ST CELLAR NEW YORK, New York 10014	584 ft
TRAIN DESIGN LLC & THIRD MAN MGT LP License ID: 0340-23-136626 Legacy Serial No.: 1313989	54 56 GANSEVOORT ST NEW YORK, New York 10014	601 ft
EMEL NY CORP License ID: 0340-24-100593 Legacy Serial No.: 6008506	637 HUDSON STREET NEW YORK, New York 10014	603 ft

Active On Premises Liquor Licenses within 750 feet		
Name	Address	Distance
GC SHL LLC & STANDARD HIGH LINE MGMT AS MGR License ID: 0343-22-127398 Legacy Serial No.: 1214599	844 848 WASHINGTON ST SEE RIDER FOR ADD'L DBAS NEW YORK, New York 10014	631 ft
RAJMAR HOLDINGS INC License ID: 0340-22-106821 Legacy Serial No.: 1025637	636 HUDSON STREET NEW YORK, New York 10014	652 ft
URBAN DAIRY LLC License ID: 0340-23-137614 Legacy Serial No.: 1298415	75 9TH AVE NEW YORK, New York 10011	678 ft
CHELSEA MUSIC HALL LLC License ID: 0340-22-109378 Legacy Serial No.: 1308094	75 9TH AVE NEW YORK, New York 10011	678 ft
DUANGJAI CORP License ID: 0340-23-137314 Legacy Serial No.: 1314900	75 9TH AVE GROUND FLOOR, SPACE 78 NEW YORK, New York 10011	678 ft
DI MARTINO AIR NY LLC License ID: 0340-22-108571 Legacy Serial No.: 1318293	75 9TH AVE SUITE #01A50 NEW YORK, New York 10011	678 ft
RESTAURANT ASSOCIATES LLC License ID: 0346-23-123978 Legacy Serial No.: 1293661	75 9TH AVE FLR 8 NEW YORK, New York 10011	678 ft
RESTAURANT ASSOCIATES LLC License ID: 0346-22-115883 Legacy Serial No.: 1293663	75 9TH AVE FLR 2 NEW YORK, New York 10011	678 ft
NG CHELSEA, LLC License ID: 0340-22-107190 Legacy Serial No.: 1322113	75 9TH AVE STE 01A55 NEW YORK, New York 10011	678 ft
ATH NY CM LLC License ID: 0340-23-136991 Legacy Serial No.: 1320116	75 9TH AVE MARKET STALL AREA NEW YORK, New York 10011	678 ft
RESTAURANT ASSOCIATES LLC License ID: 0346-23-124002 Legacy Serial No.: 1293992	75 9TH AVE FLR 4,5,6 NEW YORK, New York 10011	678 ft
MIZNON AT CHELSEA LLC License ID: 0340-22-115446 Legacy Serial No.: 1305569	75 9TH AVE NEW YORK, New York 10011	678 ft
PUTTERY MANHATTAN LP License ID: 0340-23-132985 Legacy Serial No.: 1350383	446 W 14TH ST NEW YORK, New York 10014	680 ft
WCB HOLDINGS LLC License ID: 0340-21-120094 Legacy Serial No.: 1319985	436 W 15TH ST NEW YORK, New York 10011	681 ft
BAR SUZETTE CREPERIE LLC License ID: 0340-24-100779 Legacy Serial No.: 6008693	75 9TH AVE STE 01A5A & 01A5B AKA 425 W 15 NEW YORK, New York 10011	681 ft
CORKBUZZ TWO LLC License ID: 0340-22-115491 Legacy Serial No.: 1278757	75 9TH AVE RETAIL SPACE D NEW YORK, New York 10011	681 ft
632 BELOW LLC License ID: 0346-22-118120 Legacy Serial No.: 1261991	632 HUDSON ST NEW YORK, New York 10014	718 ft



JESSICA CHAIT  
Chair  
JESSE BODINE  
District Manager

CITY OF NEW YORK  
MANHATTAN COMMUNITY BOARD No. 4  
424 W 33<sup>rd</sup> Street, Suite 580 New York, NY 10001  
tel: 212-736-4536  
<https://cbmanhattan.cityofnewyork.us/cb4/>

## PUBLIC NOTICE

Business Licenses and Permits Committee  
will discuss an application submitted by

### Delilah NYC LLC. 50 9<sup>th</sup> Avenue

A New Liquor, Wine Beer & Cider License for a  
Restaurant Establishment with a DJ, Recorded Music,  
Live Music (various) & Security Personnel

DATE: Tuesday, June 11, 2024

TIME: 6:30 PM

PLACE: **Hybrid Meeting:**



**Video/Phone Conference Registration:**  
<https://tinyurl.com/mcb4-blp-committee>

**In-Person:**  
**MCB4 Office**  
**424 W 33<sup>rd</sup> Street, Suite 580**

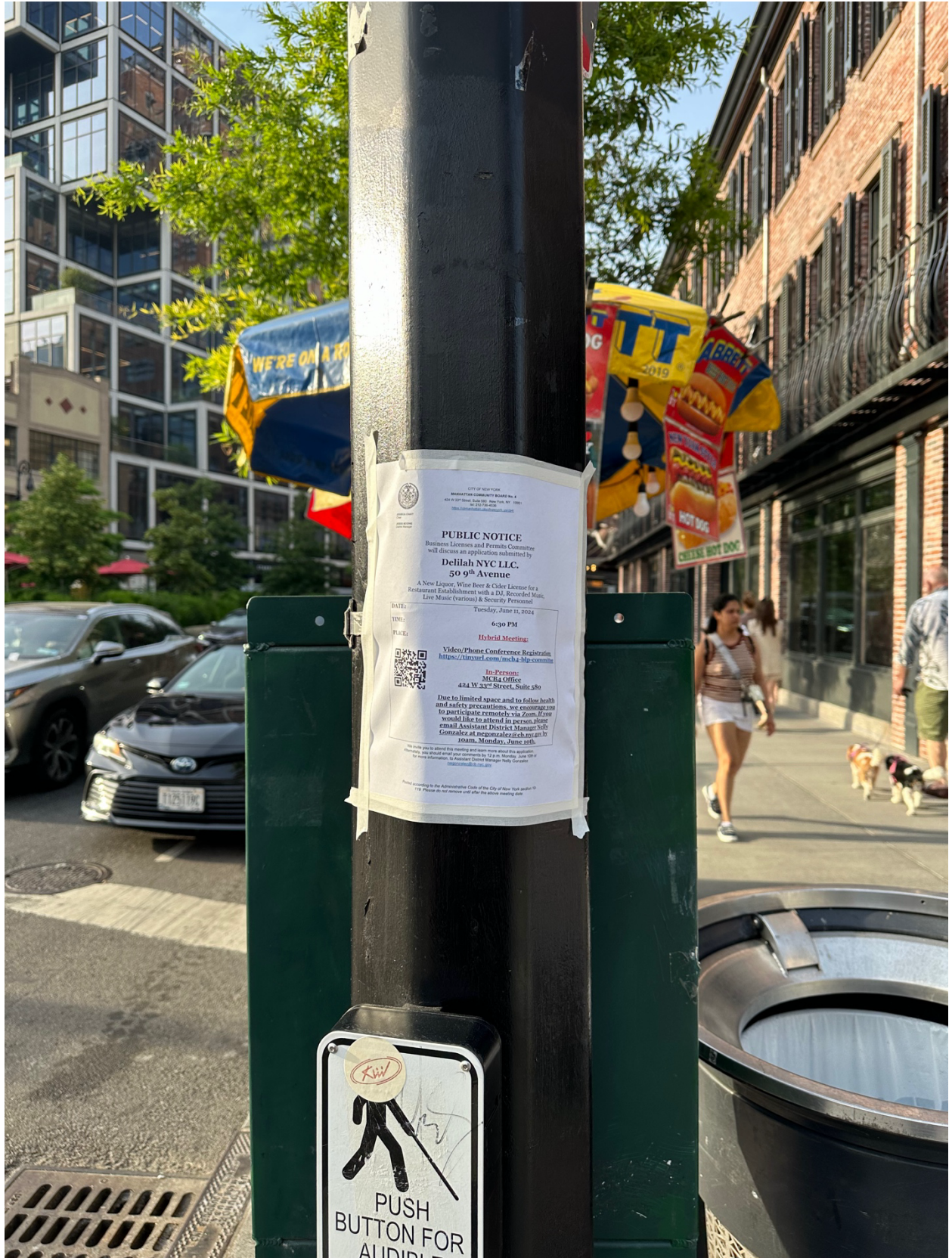
**Due to limited space and to follow health and safety precautions, we encourage you to participate remotely via Zoom. If you would like to attend in person, please email Assistant District Manager Nelly Gonzalez at [negonzalez@cb.nyc.gov](mailto:negonzalez@cb.nyc.gov) by 10am, Monday, June 10th.**

We invite you to attend this meeting and learn more about this application.  
Alternately, you should email your comments by 12 p.m. Monday, June 10th or  
for more information, to Assistant District Manager Nelly Gonzalez  
[negonzalez@cb.nyc.gov](mailto:negonzalez@cb.nyc.gov).

Posted according to the Administrative Code of the City of New York section 10-119. Please do not remove until after the above meeting date.







CITY OF NEW YORK  
MANHATTAN COMMUNITY BOARD No. 4  
400 W 237 Street, Suite 202, New York, NY 10011  
tel: 212 686-6000  
www.manhattancommunityboard.org

**PUBLIC NOTICE**  
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**DATE:** 6:30 PM  
**TIME:**  
**PLACE:** Hybrid Meeting:  
Video/Phone Conference Registration:  
<https://tinyurl.com/mch2-hlp-committee>  
In-Person:  
MCHA Office  
484 W 33<sup>rd</sup> Street, Suite 550

Due to limited space and to follow health  
and safety precautions, we encourage you  
to participate remotely via Zoom. If you  
would like to attend in person, please  
email Assistant District Manager Jody  
Gonzalez at [jgonzalez@chm.ny.gov](mailto:jgonzalez@chm.ny.gov) by  
10am, Monday, June 10th.

We invite you to attend this meeting and hear more about the application.  
However, this notice does not constitute an application.  
For more information, see Approved General Permits Help Center:  
<https://www3.nyc.gov/site/311/permits-help-center>

Posted according to the Administrative Code of the City of New York, section 24-208.  
If a Permittee does not remove and after the above meeting date.

**Kwik**



**PUSH  
BUTTON FOR  
AUDIO**