# MANHATTAN COMMUNITY BOARD 1 <br> Liquor License Application Questionnaire Summary Revised 9/2023 

1- Applicant Name

2- Establishment Name (Corporate \& DBA)

3- Address for Proposed License

4- Proposed Days/Hours of Operation
4.1 What floor(s) is the establishment on?
4.2 Any $\square$ Rooftop, $\square$ Terrace, $\square$ Sidewalk $\square$ Roadbed or $\square$ other outside usage?

5- Square Footage of Location
6- Method of Operations (bar restaurant, Catering, etc)

7- Type of License (Full liquor/OP, beer and wine, etc.)
7.1 Type of application

New $\square$ Alteration $\square$ Change in Method of Operation, Corporate Change, Class Change

8- Outdoor Seating? $\square$ Sidewalk $\square$ Roadbed

9- Type of Music?LiveRecorded $\square$ DJ
10- Volume of Music? Background $\square$ Other
(no sound from events, performances or music will be heard outside the premises or by neighbors)

11- Where will the kitchen exhaust system vent to?

12- Applicant's Previous Licensed Establishments and Addresses

This Liquor License Application Questionnaire Summary will be made available to the public one week prior to the Licensing and Permits Committee meeting. Any information provided herein is superseded by that described in the final stipulation sheet that will be agreed upon by the applicant and the Licensing and Permits Committee of Community Board 1.

## Liquor License Application

Community Board One Questionnaire
Revised 9/2023

Any information provided herein is superseded by that described, if different, in the final stipulation sheet that will be agreed upon by the applicant and the Licensing \& Permits Committee of Manhattan Community Board 1.

## Section 1: General Information

$\begin{array}{lll}\text { Type of application: } \begin{array}{ll}\square \text { New application } & \square \text { Alteration } \\ & \square \text { Temporary Retail Permit }\end{array} & \square \text { Corporate Change } \\ \square & \square \text { Removal } \\ & \square \text { Rethod of Operation Change } & \square \text { Transfer }\end{array}$
Describe if method of operation, alteration or corporate change:

Type of proposed establishment (check one):

| $\square$ Restaurant | $\square$ Cafe | $\square$ Hotel | $\square$ Sportsbar |
| :--- | :--- | :--- | :--- |
| $\square$ Bar | $\square$ Catering | $\square$ Kiosk | $\square$ Adult Entertainment |
| $\square$ Tavern | $\square$ Banquet Hall | $\square$ Club | $\square$ Other: |

Seeking license to sell: $\square$ Beer \& Cider $\quad \square$ Wine, Beer \& Cider $\quad \square$ Liquor, Wine, Beer \& Cider
To be sold: $\square$ On-premise $\square$ Off-premise
Description of Establishment: $\qquad$
Applicant name: $\qquad$
(d/b/a) Name of establishment: $\qquad$
Previous establishment name, if Transfer:
Address of establishment: $\qquad$
Cross Street of establishment: $\qquad$
Are there any buildings with a primary function as a school, church,
 synagogue or other places of worship within 200 feet of this establishment?

Are there three or more other establishments with on-premises liquor licenses
 within 500 feet of this establishment?

If Yes, please attach a list of establishments and distances.

What is the area zoned for? $\square$ Residential $\square$ Commercial $\square$ Mixed What is the zoning designation of the property?
Visit https://zola.planning.nyc.gov
Approximately how many residential buildings are there neighboring or across the street from the property?

How many residential units are within the property? $\qquad$

## Liquor License Application

Community Board One Questionnaire
Revised 9/2023

## Section 2: Size and capacity of establishment

Which floor(s) will the establishment be on?
List use of each floor:

Total square footage: $\qquad$ Number of bathrooms: $\qquad$
Public Assembly Capacity:
ADA Compliant bathrooms: $\qquad$

| Total Square Footage | \# of Tables | \# of Seats |
| :--- | :--- | :--- |


| Dining Area |  |
| :---: | :---: |
| Bar Area |  |
| Kitchen Area |  |
| Terrace Area |  |
| Rooftop Area |  |

Number of stand-up bars*: $\qquad$ Number of service bars: $\qquad$
Any food counters? $\bigcirc$ Yes No
Describe all bars (length, shape, and location):

$$
\text { Monday - Thursday } \quad \text { Friday - Saturday } \quad \text { Sunday }
$$

Hours of Operation $\qquad$
$\qquad$
$\qquad$
Food Service hours $\qquad$
$\qquad$
$\qquad$
Bar Service Hours $\qquad$
$\qquad$
$\qquad$
Rooftop Service Hours $\qquad$
$\qquad$
$\qquad$
Outdoor seating hours $\qquad$
$\qquad$
$\qquad$

I understand this to mean that all patrons will be cleared from the establishment at the specified hour.

# Liquor License Application <br> Community Board One Questionnaire <br> Revised 9/2023 

## Section 3

Will there be music? $\bigcirc$ Yes $\bigcirc$ No
will you have subwoofers? $\bigcirc$ Yes $\bigcirc$ No
If yes, what type of music? (Check all that apply) $\quad \square$ Live $\quad \square$ Recorded $\square$ DJ $\square$ Jukebox
$\checkmark$ Background (If checked, the applicant has agreed to abide by the CBI definition of background music, such that no sound from events, performances or music will be heard outside the premises or by neighbors)

Other, describe
Type of sound equipment:
Size and number of speakers and amperage: $\qquad$
Where will the speakers be installed?
Type of sound proofing to be used:

How many TVs or monitors will you have?
Will there be non-musical entertainment? 〇Yes
Describe:
Will the premises permit dancing? $\bigcirc$ Yes No
The Cabaret Liquor License from the New York State Liquor Authority is a license that is required for businesses with musical entertainment for more than $\mathbf{6 0 0}$ people to serve alcohol.

Will the windows be opened or closed $\quad \square$ Open $\quad$ Closed
If open, what hours?
I have/intend to apply for outside seating, through the DOT open restaurant program
$\square$ Sidewalk $\quad \square$ Roadbed
What type of security and crowd control will you employ?

Do you intend to have bicycle delivery personnel? $\square$ No
(If Yes, you guarantee to inform them of the Department of Transportation bicycle rules)
At what times of day or night will you receive deliveries of supplies? $\qquad$
At what time will you have garbage pickup?

## Liquor License Application <br> Community Board One Questionnaire Revised 9/2023

## Section 4

Have you signed a lease for the space? $\bigcirc$ Yes $\bigcirc$
Does the premise have a valid certificate of occupancy?
$\bigcirc \mathrm{Yes}$ $\bigcirc \mathrm{No}$

Will you require any other permits to operate your establishment at this location? If so, when will you have them?

Are the premises to be licensed divided in any way by a public or private passageway etc over which the applicant does not have exclusive possession and control?

Is there interior access to any other floor(s) that will not be part of the licensed premises?


If yes, list floors and means of access to each floor(i.e, stairs, elevator, etc.)

Will the basement or any other floors be used for storage of alcoholic beverages?

$$
\bigcirc \text { Yes } \bigcirc \text { No }
$$

If yes, does any other person/entity have access to this area?

Will new kitchen exhaust equipment be installed?


What type of kitchen exhaust system will be used and where will it vent to?

Where will the air conditioning system be placed?
What is the tonnage of the air conditioner system?

Is a membership or reward program required to access any of the licensed areas? $\square$
Explain:

Are premises within a hotel? $\bigcirc$ Yes


How many rooms?
How many floors?

## Finally, please submit the following items with this questionnaire:

latest copy of your menufloor plan
Certificate of occupancy

# Liquor License Application <br> Community Board One Questionnaire <br> Revised 9/2023 

## Section 5: Corporate Background information

Corporate name:
Corporate address: $\qquad$ Phone number:

Previous or existing corporate name(s) and d/b/a
Manager: $\qquad$ Manager phone contact:

Previous related experience of the manager:

Name(s) and addresses of all principals:

Have any of the principals been previously licensed by the SLA?
If yes indicate name(s) and address of other establishments:
$\qquad$

Were there any violations on previous establishments for which you served as a principal? If so, please list type, date and which establishment

I will not apply to the SLA for an alteration to the method of operation or the hours of operation without first notifying the community board.
This page must be printed, signed and scanned back into PDF form so we have a hand written signature.

| Signature of Principal | $\overline{\text { Date (mm/dd/yyyy) }}$ |
| :--- | :--- |
| $\overline{\text { Prignature of Presenter (if different from Principal) }}$ | Date (mm/dd/yyyy) |
| Printed name of Presenter (if different from Principal) |  |
| We recommend that you attend the community board meeting at which the full board will vote on your liquor license application. |  |

# Manhattan Community Board 1 Liquor License Stipulations 

I, , as a qualified representative of $\qquad$ _,
located at , New York, New York, agree to
the following stipulations for the applicant's Method of Operation for their $\qquad$ license
$\begin{array}{ll}\text { (1) My hours of operation will be } & \text { Sunday - Thursday and } \\ \text { understand this to mean that all patrons will be cleared from the establishment at the specified hour). }\end{array}$
(2) I will operate a full-service restaurant, (please describe type of restaurant): $\qquad$
$\qquad$ with full food service until $\qquad$ hour(s) before closing.
(3) I will install soundproofing (please describe type and locations) $\qquad$
(4) I will have: DJs $\square$ Yes $\square$ No Live music $\square$ Yes $\square$ No Recorded Music $\square$ Yes $\square \mathbb{N o} \quad$ Dancing $\square Y$ Yes $\square$ No

(5) Volume of all music, events or performances will be at background levels only. If it can be heard outside, or by neighbors, it is not background music.
(6) I will close all doors and windows by $\qquad$ Sun-Thurs and $\qquad$ Fri-Sat. I will not have French doors or windows.
(7) I will have delivery of supplies, goods and services during the hours of
(8) I will employ a doorman/security personnel on the following days and hours: $\qquad$
(9) I will actively manage crowds congregating on the street at night, to minimize disturbances to residents.
(10) I will not apply to the SLA for an alteration to the method of operation agreed to by this stipulation without first notifying Community Board $1 . \boxtimes$
(11) I will not apply for a sidewalk café license until at least a year after beginning operation. $\square$ Yes $\square \mathbb{N o}$
(12) I will conspicuously post this stipulation form beside my liquor license inside of my business. $\boxtimes$
(13) I confirm that I have $\qquad$ violations from previous establishments for which I have served as a principal. (14) I will (additionally):
(15) Residents may contact the manager/owner at the below number. Complaints will be addressed immediately and I will revisit the above-stated method of operation if necessary in order to minimize my establishment's impact on my neighbors.

Name: $\qquad$ Phone Number: $\qquad$

Alternate Contact: $\qquad$ Phone Number: $\qquad$
I hereby certify that the information provided above is truthful and accurate based upon my personal belief.

Signed

## Dated

Sworn to this $\qquad$ day of $\qquad$
Notary Public
Community Board 1 requests that the SLA add these stipulations to the license of the above-mentioned applicant. These stipulations and board resolution shall supersede all other documents.

# Manhattan Community Board 1 Liquor License Stipulations for Large Venue Establishments 

## A "large venue" as defined by the NYC Department of Building designation on public assembly is an establishment designed to hold 75 persons or more

## Name of Establishment:

## Address:

(1) I will follow the recommendations made by the sound engineer and outlined in the acoustical testing report. I will make sure that noise including sound and bass vibrations cannot be heard outside of the premises of my establishment.
(2) I will take the steps outlined in the resolution and in the traffic plan to manage vehicular and pedestrian activity.
(3) I will follow and abide by the conditions set forth in the resolution regarding garbage disposal and collection. Garbage will be collected on the follows days and hours: $\qquad$
(4) I will have delivery of supplies, goods and services during the hours of $\qquad$
(5) Lighting that affects the security of the community and quality of life of nearby residents must be considered, and must be appropriately lit while not attracting unsavory elements (e.g. rodents, flies, mold, hazardous substances, etc.)
(6) I understand that I must submit a notice to the community board for a street activity permit for my licensed establishment at least 45 days in advance
(7) I understand that I must appear before the Licensing \& Permits Committee if I am applying for an expansion onto municipal property and provide proof of receipt of the 30-day Standardized Notice form, a block plot diagram detailing the municipal space I am expanding to, and documentation confirming the municipal's approval to use the space. I also agree that I must sign the stipulations sheet outlining the conditions that must be adhered to for the roadbed/sidewalk seating.
(8) Cameras will be used for viewing the entrance and egress.
(9) I agree to follow the conditions outlined in the resolution on security oversight of the establishment to prevent noise, congestion and unruly patrons.
(10) I will (additionally):
(15) Residents may contact the manager/owner at the below number. Complaints will be addressed immediately and I will revisit the above-stated method of operation if necessary in order to minimize my establishment's impact on my neighbors.

Name: $\qquad$ Phone Number: $\qquad$

Alternate Contact: $\qquad$ Phone Number: $\qquad$
I hereby certify that the information provided above is truthful and accurate based upon my personal belief.

## Signed

Dated

Sworn to this $\qquad$ day of $\qquad$
Notary Public
Community Board 1 requests that the SLA add these stipulations to the license of the above-mentioned applicant. These stipulations and board resolution shall supersede all other documents.

