



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: 10/05/2022      1a. Delivered by: Certified Mail Return Receipt Requested

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

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 3

### Applicant/Licensee Information:

4. Licensee Serial Number (if applicable): 1310219      Expiration Date (if applicable): 09/30/2024

5. Applicant or Licensee Name: RECEPTION BAR INC

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

7. Street Address of Establishment: 45 ORCHARD STREET

8. City, Town or Village: NEW YORK, **NY** Zip Code: 10002

9. Business Telephone Number of applicant/ Licensee: (646) 490-4053

10. Business E-mail of Applicant/Licensee: c/o ALEXA@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: Bar/Tavern

☐ 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.): \_\_\_\_\_

☐ Patron Dancing   ☐ Employee Dancing   ☐ Exotic Dancing   ☐ Topless Entertainment

☐ Video/Arcade Games   ☐ Third Party Promoters   ☐ Security Personnel

☐ Other (specify): \_\_\_\_\_

15. Licensed Outdoor Area:   ☐ None   ☐ Patio or Deck   ☐ Rooftop   ☐ Garden/Grounds   ☐ Freestanding Covered Structure  
 (check all that apply)   ☐ Sidewalk Cafe   ☒ Other (specify): DOT OPEN RESTAURANTS PERMIT

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16. List the floor(s) of the building that the establishment is located on: **GROUND FLOOR AND BASEMENT**
17. List the room number(s) the establishment is located in within the building, if appropriate: **N/A**
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:
- |            |               |
|------------|---------------|
| <b>N/A</b> | <b>N/A</b>    |
| 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: **ORCHARD & GRAND LLC**
23. Building Owner's Street Address: **34-03 BROADWAY**
24. City, Town or Village: **ASTORIA** State: **NY** Zip Code: **11106**
25. Business Telephone Number of Building Owner: **(718) 726-4792**

**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: **JOSEPH LEVEY; HELBRAUN & LEVEY LLP**
27. Representative/Attorney's Street Address: **40 FULTON STREET, FLOOR 28**
28. City, Town or Village: **NEW YORK** State: **NEW YORK** Zip Code: **10038**
29. Business Telephone Number of Representative/Attorney: **212 219 1193**
30. Business E-mail Address of Representative/Attorney: **ALEXA@HELBRAUNLEVEY.COM**

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: **JOSEPH LEVEY** Title: **ATTORNEY**

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



# HELBRAUN || LEVEY

October 5, 2022

Susan Stetzer  
District Manager  
Manhattan Community Board 3  
59 East 4th Street,  
New York, NY 10003

**RE:** RECEPTION BAR INC.  
45 ORCHARD STREET  
NEW YORK, NY 10002

Dear

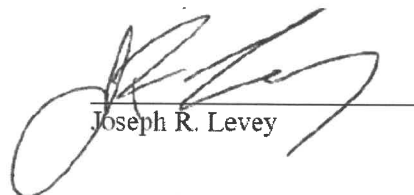
I am writing to you on behalf of my client in the subject of this letter. These applicants currently occupy space at the above address where they operate a bar.

Our client's intention is to apply to the New York State Liquor Authority for a/an method of operation change to include Mondays from 5pm-midnight to their hours.

As you are aware, part of the licensing process requires that the Local Municipality or Community Board be notified to be given an opportunity to comment on the application. Please consider this letter notification of our intent to apply to the New York State Liquor Authority for the above referenced license.

Please forward any meeting notification information and/or documentation requirements to Alexa Santory in our Licensing Department, at the address indicated in my letterhead below, or to [alexa@helbraunlevey.com](mailto:alexa@helbraunlevey.com).

Sincerely,



Joseph R. Levey