

## **Speakeasy Operational Plan**

The Speakeasy will occupy the third floor at 1691 Michigan Avenue. It serves as an exclusive perk for VIP tenants during business hours, and open to the public during evening hours, as detailed below.

The space is designed to accommodate up to 97 seats. During evening operations, staffing will typically include 6-8 employees: 1-2 bartenders, 2-3 servers, and 2-3 kitchen/cleaning staff, varying by night. Additionally, there will be 1 manager and 1 on-site security guard during public hours.

### **Age restriction**

Guests must be 21 or older to enter the Speakeasy after work hours and on weekends. During work hours, guests may visit with minors, but minors will be limited to soft drinks only.

### **Hours of operation**

Hours Open to Tenant VIP Hours:

Monday to Friday: 8:00 am - 5:00 pm

Private events with advance reservation exclusively for building tenants

Hours Open to Public Hours:

Monday to Sunday: 6:00 pm - 3:00 am

### **Security Plan**

24/7 building security with security cameras throughout exterior and interior of building.

### **Access- Pedestrian and Vehicular (Parking)**

Pedestrian access is available through the main entrance on Michigan Avenue

Guests can take advantage of our valet service. After dropping off their car, they can proceed to the lobby and then to the third floor. For those who prefer not to use valet service, self-parking is available within the parking garage next to the building, with entrances on both Michigan and Jefferson Avenue.

### **Valet or car service guest pick-up**

Guests will be encouraged to arrange their transportation before leaving the Speakeasy. This includes a contact number for the valet manager, who will bring the car to the stand when the guest arrives. For car services, the pick-up location will also be in the valet area to help reduce street noise.

### **Garbage pick-up**

Trash and recycling pick up Monday, Wednesday and Friday mornings.

### **Loading/ Deliveries**

To coordinate deliveries, arrangements with Property Management must be made to reserve the service elevator during business hours. Depending on the delivery size, the entrance can be either through the main door on Michigan Avenue or the back street on Lincoln Lane.

### **Private events for Office Tenants**

Private events will be held by reservation only. These events are primarily scheduled during the day for tenants and their guests who prefer a more private and quiet setting.

### **Food Service**

Light bar menu will be provided for customers.

### **Drink Service**

The bar will offer a full bar service, including spirits, mixers and soft drinks.

### **Music**

We will feature a variety of music options including recorded tracks, DJ performances, and live music, all played at a volume conducive to conversation, tailored to each day or event. Performances will be scheduled in advance and kept within comfortable decibel levels. To guarantee this, we will enlist the expertise of an acoustical sound engineer who will ensure that the music remains contained within the space.

## **Noise mitigation**

The entire venue will be fully enclosed within the third floor of the existing building. Accordingly, noise from the venue will not travel outside, by using noise controlling materials as described below. Patrons will also be encouraged to order their vehicles from the valet operator prior to departing the venue to prevent noise in the valet area. Signage will be installed in the valet area instructing patrons to keep voices and noise levels down and be respectful to residential neighbors.

**Centered Inlaid Carpet:** Install a plush, centered inlaid carpet in key areas of the speakeasy. This not only adds a touch of elegance but also helps absorb sound effectively. Choose a carpet with a dense pile and underlay to enhance its sound-absorbing properties.

**Upholstery:** Upholstered seating throughout the speakeasy such as Sofas, armchairs, and banquettes, upholstered in fabric with good sound-absorption qualities will help dampen noise and create a more intimate atmosphere.

**Acoustical Paneling:** Installing acoustical panels on walls in strategic locations. These panels can be covered in fabric or textured materials that complement the overall decor while effectively absorbing sound reflections. Placing them near the bar area, behind seating arrangements, or on walls facing open spaces to minimize reverberation.

**Ceiling Treatments:** Consider acoustic treatments for the ceiling, such as acoustic panels. These can be integrated seamlessly into the design and help reduce noise from above, enhancing the overall acoustic comfort of the space.