

09.23.2019

Jeff Fishbach

Inspector III - Licensing Division, City of St. Paul

Department of Safety and Inspections (DSI)

On behalf of Element Boxing and Fitness, SBC also known as Element Gym. I am requesting a Rental Hall license for 4900 square feet of my 39,000 square feet space at 655 Fairview Ave North.

What is included in the 4900 square feet of (Rental Hall) space is:

- The Lobby, which is 1,200 square feet, which only serves as an entrance to events occurring in the performance/event space.
- The performance/events space which is approximately 3704 square feet with a capacity of up to 125 - 400 people depending on layout and needs of the groups renting or utilizing the space. Element Gym has provided City of Saint Paul DSI design drawings of all the different event usages for performance space, which will be used for events/performance under the license of a Rental Hall and will include in the drawings all specifics for the review and licensing process. Note: preliminary draft drawings which show the possible uses of the performance/event spaces are attached.

### **Performance and Event Usage**

The performance/event space seating options will include folding chairs, retractable bleachers or potential retractable risers.

Non-seated standing room only event will not be allowed in any of the spaces licensed for Rental Hall use.

In the Performance/Event space the following events/performance uses would include:

- Boxing (Kickboxing) Exhibition and other Martial Arts Showcases = Boxing Ring in the center with folding chairs surrounding the ring. These events would take place on weekend evenings 4pm - 7pm. Attendees would be charged a fee to see the exhibitions. Exhibitions would be licensed and sanctioned through the USA Boxing Association and The Combative Sports Commission. The sanction includes referees, judges, ringside physician and chief of officials. Additional showcases could include other forms of Martial Arts, Thai Kwon Do, Tai Chi, and Brazilian Jiu Jitsu. Estimated attendance = up to 400
- Gala's/Fundraisers = seating, tables, podium for the speakers, using wall for digital presentation, music (speakers/mic). These events would take place mostly in the early mornings between 7 am to 10 am or evenings during the work week and weekends between 5 pm and 10 pm. Estimated attendance = up to 400
- Listening Events = An artist or group of artists who has created music and wants to

present their music via an event. Whether it be a ticket fee or a free event. The event will not be a public event. These are all ticket sales or free private performances where the participants will be seated. The participants are seated to watch the performance of the artist(s). Listening parties at our space – the artist will set up their equipment. They most of the time do not charge. They play five or six songs. Estimated attendance = up to 400

- Artistic Dance, Theater or other Artistic Performances = The intention would be to use the large open area to install a temporary sprung floor or raised stage to showcase the artistic dance creation developed by organizations within our space such as the Saint Paul Ballet. Other usages could be a music who rents the space for a listening party for a new song as well as a viewing event for a new short film that could be projected onto the wall. Estimated attendance = up to 400

- Weddings/Wedding Receptions = Tables and Chairs could be arranged for wedding(s), receptions. Set-up round tables including folding chairs surrounding. Estimated attendance = up to 400

- Conferences or Presentation style event = small stage or podium could be added to the space for presentations. Space would be set up with tables or row of chairs. Estimated attendance = up to 400 Liquor on Premises and Sales

- We intend to permit the consumption of alcoholic beverages in the rental hall space.

- All external groups and organizations, who are seeking to rent and use Element Gym's performance/event space for any of the licensed uses, will be required to hire a licensed food caterer and licensed liquor vendors. Element Gym staff will ensure all caterers are licensed by the state and city by obtaining a copy of the license(s) and filing the paperwork at Element Gym.

- As a registered 501c3 non-profit organization CO·MOTION Center for Movement, would register for a temporary liquor license, which is allowed no more than once per month in any given year. And, CO·MOTION will be the only entity allowed on-site to file for a temporary license beyond catered events. (Saint Paul Ballet would be the only exception)

- All external groups and internal groups will only be allowed to have open bar arrangements in all our permitted Rental Hall space. No sales of individual drinks will be allowed at our site. The liquor caters utilized will tally all the drinks provided throughout the event/performance and charge the external group or internal groups for the total drinks served.

### **Management of Onsite Liquor and Sales**

- We will control and keep any alcohol service only within the permitted Rental Hall licensed areas by:

- Roping off all other areas.
- Keeping all other areas after program hours locked where attendees of the events will not have access to those non-permitted spaces.

- Having Off-duty police officers on hand to help manage the permitted space and parking lot areas.
- ONLY licensed liquor caterers will manage the open bar. Element Gym would never manage the process themselves. The serving of liquor for all events/performance will always be managed by a state licensed and insured liquor caterer.
- We will ensure that alcohol is not consumed by any person(s) under the age of 21 by:
  - We will have hired a security or off duty police officers who will check ids at all entrance(s) and providing wrist bands to those who are of legal drinking age.
  - The caterer(s) will be responsible for asking to see the wrist bands and ID's before serving anyone any alcoholic drinks.
  - All wristbands will be tamper-free wristbands. They cannot be taken off and used by another individual.

### **Safety**

- No one will be allowed to leave the event or performance area with an alcoholic drink in hand.
- We will have security and police onsite to ensure all rules are being followed.
- We will monitor that each group renting the hall has no employees, staff, or volunteers managing the events to be allowed to consume any alcohol.
- No excessive drinking will be allowed. Caterers will be instructed to count the number of drinks per person(s) to ensure no excess drinking is occurring.
- All groups and organizations will instruct their guest that there is a drink limit per individual.
- All our events will end prior to 11 pm. Tear down and clean up by midnight.
- There will be security outside towards the end of all events managing all exiting of participants and vehicles.
- We will only allow vehicle exiting of the space on the Prior Avenue side of the building, which is light industrial area. This will prevent any homeowners from being distributed in the evenings on the Fairview Avenue side of the building.
- All participants will be instructed to only park on the property parking lot which has over 300 parking spots.
- Element Gym will also provide 24-hour surveillance of the interior and exterior of the space(s). On, during and after events and operations. Ordinance Element Gym has read and understands the definition of "public dance hall" defined under Chapter 405 of the City of St. Paul Legislative Code. We will never hold an event, of any kind for any group or organizations, where the sole purpose is for people to buy individual drinks and dance. We are not operating a nightclub or public dance hall. We are operating an event and

performance space for artists and organizations and individuals who want to rent the space for theater and dance performances, fundraisers, conferences and individuals for wedding receptions, if they want liquor as part of their event will have to operate the event using a license liquor cater and can only have open bar setup for their guest.

Sincerely,

A handwritten signature in cursive script that reads "Dalton Outlaw".

Dalton Outlaw, Owner

Element Boxing and Fitness SBC