



West Side Community Organization
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September 4, 2015
City of St. Paul, Department of Safety and Inspection (DSI)
375 Jackson St, Suite 220
St. Paul, MN 55101-1806

Re: Business License – St. Paul Event Center

To whom it may concern:

WSCO's Riverfont Development and Land Use Committee met on August 18th to which Mahamud Mahamed presented on the Saint Paul Event Center, located at 627 Smith Avenue and his application for business license.

Mohamed held several open houses in August to meet with the public and get feedback on possible uses for the center and to build public support for the project. He addressed community concerns about parking by developing parking agreements with three local businesses. He also properly addressed community concerns about regarding noise and alcohol consumption through hiring security guards and requiring time and consumption limits into rental agreements.

WSCO fully supports Saint Paul Event Center's application for a business license and look forward to working with Mahamud as he builds this business in the community asset we know it can be.

Sincerely,

Christine Shyne

Executive Director, WSCO
651-293-1708
christine@wSCO.org

International Event Center LLC,
DBA Saint Paul Event Center
627 Smith Avenue South
Saint Paul, MN 55107

Saint Paul Event Center located at 627 Smith Avenue South, Saint Paul, MN 55107, has two event rooms. Capital Room can accommodate groups up to 187 people (tables and chairs) or 390 people (chairs only); Cherokee Room can accommodate groups up to 218 people (tables and chairs) or 357 people (chairs only).

The rental facility wants to be part of West St. Paul and will offer meeting rooms to neighborhood, nonprofit organizations, such as West Side Community Organization. The rental facility will provide space for local organizations providing cultural events, such as art shows, dances, and movies, at nominal fees.

The rental facility will provide a safe location for children's birthday parties and will provide a variety of indoor play equipment, toys and games so children can have a fun time as part of the birthday rental package.

Saint Paul Event Center will provide space to host wedding ceremonies, wedding receptions, anniversary parties, intergenerational family gatherings/reunions, as well as corporate meetings/seminars and appropriate community events.

Saint Paul Event Center will only be rented to individuals and/or organizations who will adhere to the facility policies and who will be a positive addition to the neighborhood.

The rental facility will be available for rent for purposes as defined under Chapter 405 of the City of Saint Paul Legislative Code. It will not be operated as a "public dance hall."

On September 4th 2015 we got full support from ward council west side community organization and community members for our business license application. To address concerns from neighbors We conducted open house from August 1st 2015 to August 15th which we got overwhelming support for opening this business and restoring this historic building.

We secured off site parking arrangement with nearby businesses.

Saint Paul Event center does not, and will not, have a city or state license or permit to sell or serve alcohol on the premises. Renters may serve alcohol on the premises upon the following conditions:

- a. Renters will need to obtain the appropriate permit to serve and/or sell alcohol from the City of Saint Paul, County of Ramsey, and/or State of Minnesota.
- b. Renters who serve alcohol will be required to hire 1 security officer for every 100 guests attending an event. Security officer(s) must be in attendance at the event. Saint Paul Event Center will provide a list of properly licensed off-site liquor servers and Renter must choose individuals from that list.
- c. Renters must provide appropriate catering (food and alcohol) licenses with insurance to Saint Paul Event Center at least 2 weeks prior to a scheduled event.
- d. Facility has off street parking agreement with bank of Cherokee, Capital view cafe and metric auto parts parking lots. We also have street parking spaces. No alleyways parking will be allowed and parking signs will be posted.
- e. Alcohol shall be served only in mixed beverages. Absolutely no street alcohol drinks, i.e., shots, shall be served.
- f. The ending time of each event must be specified in the event contract.

- g. If a private event has 50 or more guests in attendance and alcohol is served, Renter shall be required to provide name tags for each attendee. No alcohol shall be served to anyone without a name tag.
- h. All alcohol service will end at least 30 minutes prior to the ending time of any private event. No alcohol shall be self-serve by guests at any private event. No event will be allowed to provide drink “drink set ups” or allow individual guests of bring in their own alcoholic beverages for consumption at any private event. All alcoholic beverages must be served in an open-bar layout with absolutely no form of payment allowed, i.e., no cash, coupon, etc.
- i. All alcohol must be transported by the caterer in and out of a designated door at the beginning and ending of the event.
- j. Any guest acting in an inappropriate or disrespectful manner shall be reported to staff and/or security and shall be required to leave the premises immediately.
- k. Alcohol service at a private event may be discontinued at the discretion of security at any time.
- l. All events must take place within the operating hours of the premises, i.e., 9:00 a.m. to 1:00 a.m. on Friday and Saturday, and 9:00 a.m. to 10:00 p.m. on Sunday through Thursday. The entire premises shall be closed on or before 2:00 a.m. on Saturday and Friday, by 11:00 p.m. Sunday through Thursday.
- m. Saint Paul Event Center shall post large signs inside any exit door to be quiet while walking to their cars.
- n. Saint Paul Event Center shall provide waste containers at each exit door for people to deposit whatever drink they may have. No drinks are allowed to leave

the premises at any time.

- o. The security guard shall make sure that patron guests or members of the public exit in a quiet and orderly fashion so as not to disturb adjacent neighbors.
- p. Signs shall be posted at all entry doors advising all patrons and guests who are using the hall that there is no parking for vehicles at alleyways.
- q. Saint Paul Event Center shall maintain video surveillance cameras inside and outside the establishment. The video surveillance recordings shall be maintained by Saint Paul Event Center for at least thirty (30) days and shall be available for viewing by the Saint Paul Police Department immediately upon request. Saint Paul Event Center shall have the number of cameras, their placement, the recording quality, and lighting supporting the video surveillance system reviewed by the Saint Paul Police Department.