# Contents

#### **Company Information 1**

Minors Under 21	1
Alcohol Sales	1
Signage	2
Interior & Exterior	2
Staffing	2
Security	3
Contact Information	3
Addendum A: Our Services	4
Addendum B: Other Resources	4

### **Company Information**

Legal Name: Hayes Place

Located at: 1145 N Sherman Ave, Madison WI

Hayes Place is a beautiful venue located on the north side of Madison. Our elegant lounge features open spaces, exquisite décor, Bluetooth speakers, up lighting, TVs, lounge area and a fully stocked



bar. Whether you're attending one of our events or hosting your own, Hayes Place is ideal for any occasion. We cater to a variety of events, from baby showers to corporate gatherings, and from paint and sips to comedy shows.

#### **Our Story**

Hayes Place is a family owned business started by my husband and I. I have been an accountant for 20 years and my husband Dwight is a sales director and a basketball coach. Entrepreneurship and leaving a legacy for our three kids is very important to us. Our oldest son went to school for business management, and helps run the family business. Hayes' place started from the love of decorating and planning events. We saw the need for a space like this in Madison.

Our inspiration for opening Hayes Place stems from wanting to provide a beautiful, safe space for people in the community to enjoy unique events such as paint and sips, poetry and comedy shows, pop up shops, networking events and themed parties. We also made it available for people to rent to celebrate special occasions.

We wanted to promote and support local entrepreneurs by giving them a platform to showcase their skills, abilities and products through poetry, comedy, art, music, food and more. We work with local vendors to provide services and products to our customers. For example, DJ services, catering services, decorating services, etc.

Giving back to the community is also very important to us. We do this by donating the space for community engagement.

We want people of all backgrounds to enjoy our space. We want everyone to feel comfortable and welcomed at Hayes Place.

#### **Minors Under 21**

It is everyone's responsibility to ensure that customers purchasing alcohol are at least 21 years old. For events that allow minors we will request proof of age (I.D.) from any customer who appears to be 40 years old or younger. If we determine that an I.D. is fake, we will confiscate it. This is in line with our commitment to responsible alcohol sales.

At music entertainment events, we uphold a strict policy that customers must provide an ID at the door to enter. We reserve the right to refuse service to any customer who does not provide proper I.D. or appears 30 years old or younger.

#### **Alcohol Sales**

We maintain detailed records of cash and credit sales receipts and have a reporting system.

Management and supervisors will support employees in refusing service to any customer.

Our trained staff is prepared to deny alcohol sales to customers who appear or behave as though they are intoxicated, regardless of whether they are driving. This policy applies even to regular customers who may consistently act this way.

Customers who seem intoxicated will be offered water and given time and space to sober up. We will also assist them in coordinating an Uber or another form of transportation.

#### Signage

We ensure all necessary signage is displayed in compliance with state and local laws, including:

- "We Card" policy for preventing underage drinking
- Active licenses are prominently posted
- Individuals aged 21 and under must be accompanied by a parent or guardian during entertainment events, however our targeted population are people over 30 years old.

#### **Interior & Exterior**

The interior and exterior lighting in the space is adequate, and all bulbs function correctly.

Merchandise is displayed neatly and securely and kept away from exits.

The countertops are free of clutter, and the aisles are clean and clear of debris. The stock area and the main dining area are well-maintained.

All opening and closing staff must inspect and clean the space inside and outside.

Cameras are installed inside the space and one is pointing to the parking lot.

#### **Staffing**

Hayes Place has two managers, who are also the owners, and five employees.

All staff members are trained in responsible beverage sales, and additional training will be provided for employees who need more practice in selling alcohol. Staff will also receive training in handling emergencies. Drinking alcohol during shifts or at closing time is strictly prohibited.

Security personnel are hired for all public entertainment events. Their uniforms are labeled with the word "SECURITY" across the back.

#### Security

#### **General Rules:**

Customers will be removed from the premises when necessary. We will permanently refuse admission to any customer with chronic problematic behavior.

We have video surveillance equipment installed inside and outside the building in compliance with Madison General Ordinance 38.05(13). We will report any illegal activities captured on camera or witnessed in person to the police. The outside camera was recently added to assist with parking lot issues.

The police will access our surveillance records in case of an investigation where our recordings may be relevant. To request these records, the police must submit an email including the specific dates and time ranges for the requested data. We will provide this information within 48 hours of each request.

When applicable, additional staff will be scheduled to ensure the safety of our customers and employees.

During entertainment events:

- Security personnel are hired to secure the venue.
- Their uniforms will be labeled "SECURITY" on the back.
- Security checks ID's at the door and makes sure no one brings in weapons or drugs.
- Security conducts rounds to minimize disturbances in the parking lot and deter individuals from lingering around.
- Security will remove or separate offenders when disturbances occur to defuse the situation and seek a resolution.
- Security walk patrons to their cars when needed.
- Police will be called if additional support is needed.

#### **Contact Information**

Contact Name	Cell/Celular	Role
Connee Jones	608-295-1091	Owner
		Owner
		Police Non- Emergency
	911	Emergencies

#### Addendum A: Our Services

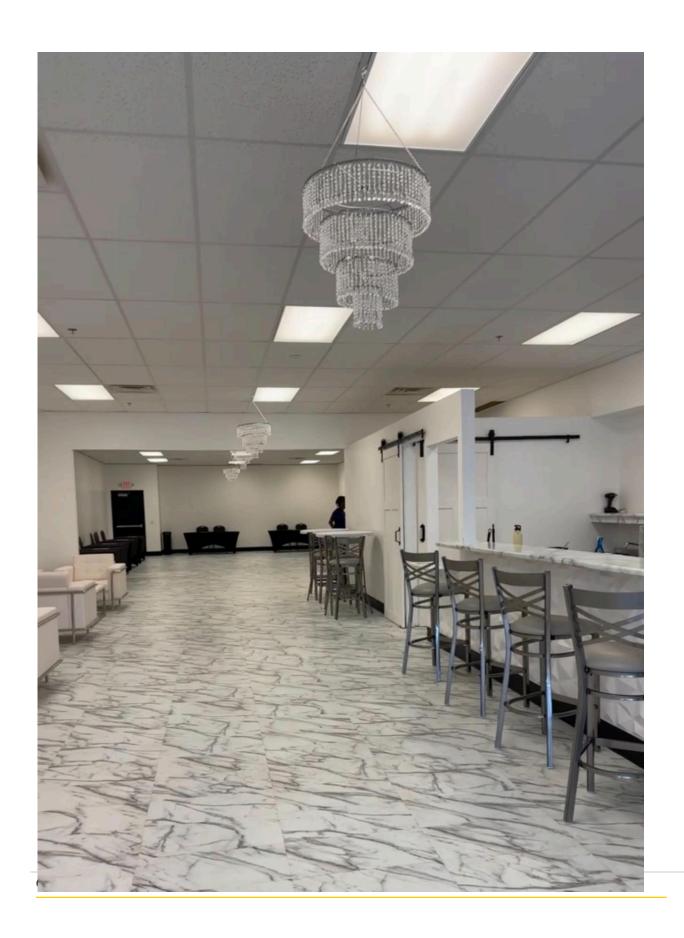
#### **Our Services**

Hayes Place Event Space is a 2500 sq ft venue located in the Northgate shopping center at the intersection of Aberg and Sherman Ave. The venue is a blank canvas and is perfect for any type of event. We offer decorating and event planning services. We work with local caterers and vendors that can provide their products and services to help make any event memorable.



# Addendum B: Our Space





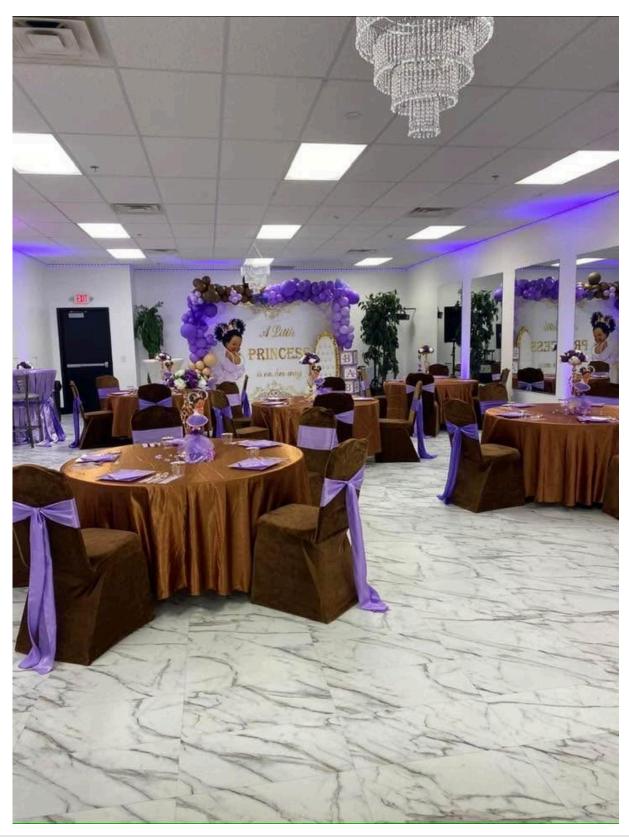
#### **Baby showers:**







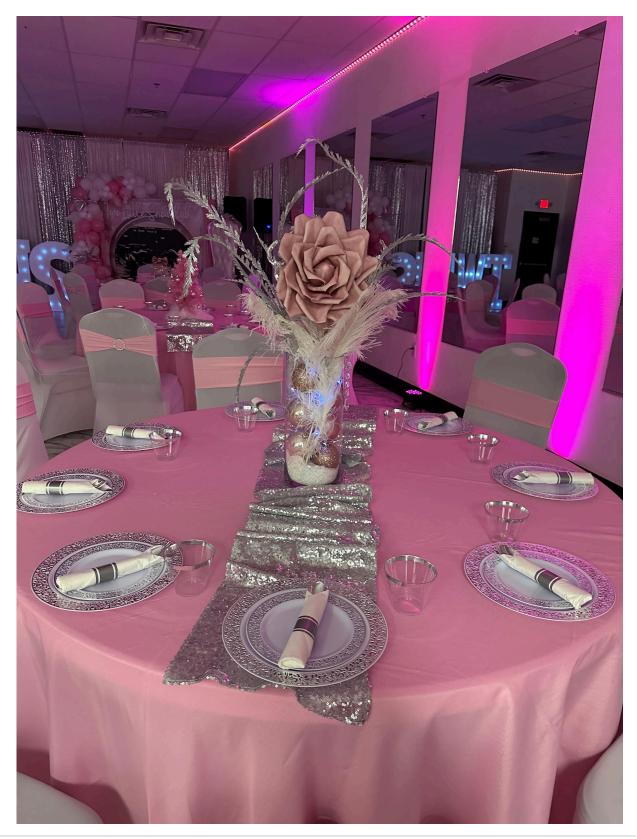






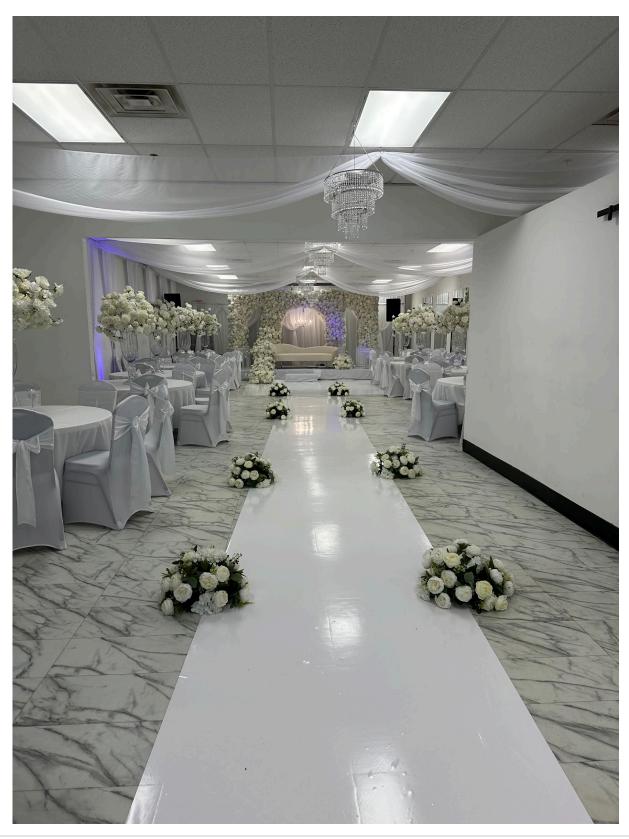








Weddings:





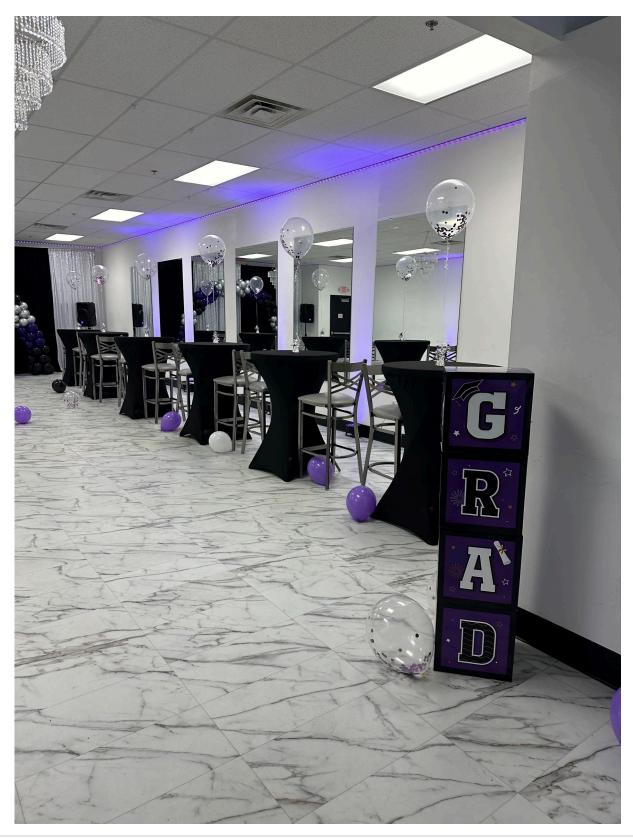




**Graduations:** 







**Birthday Parties:** 









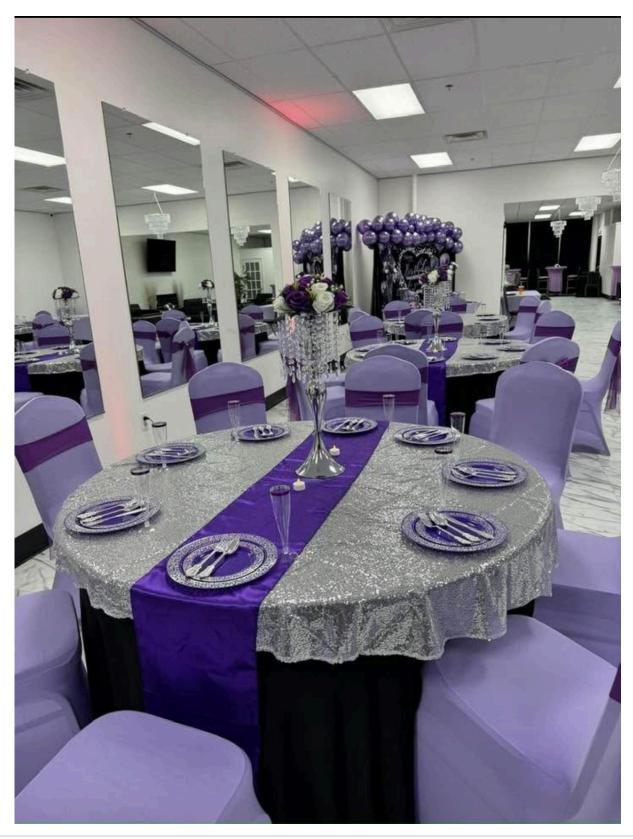




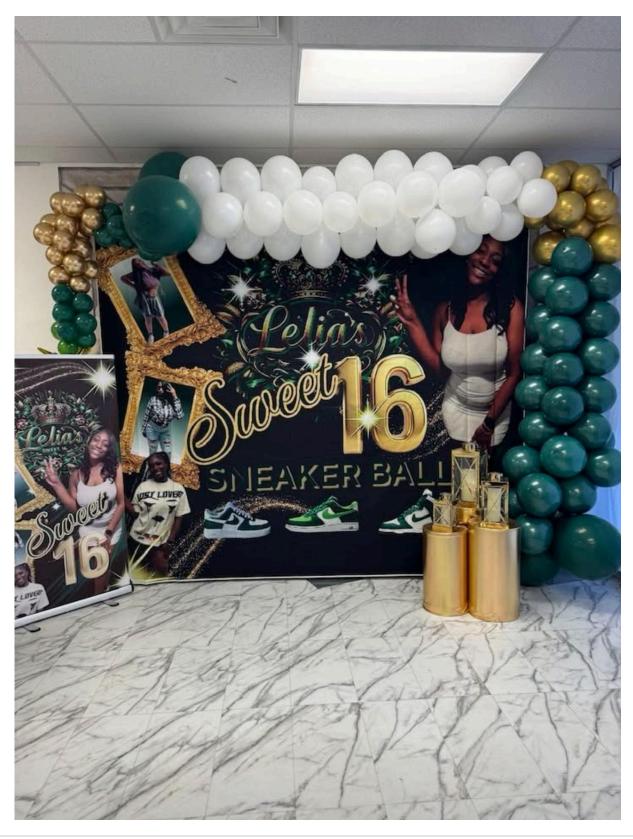












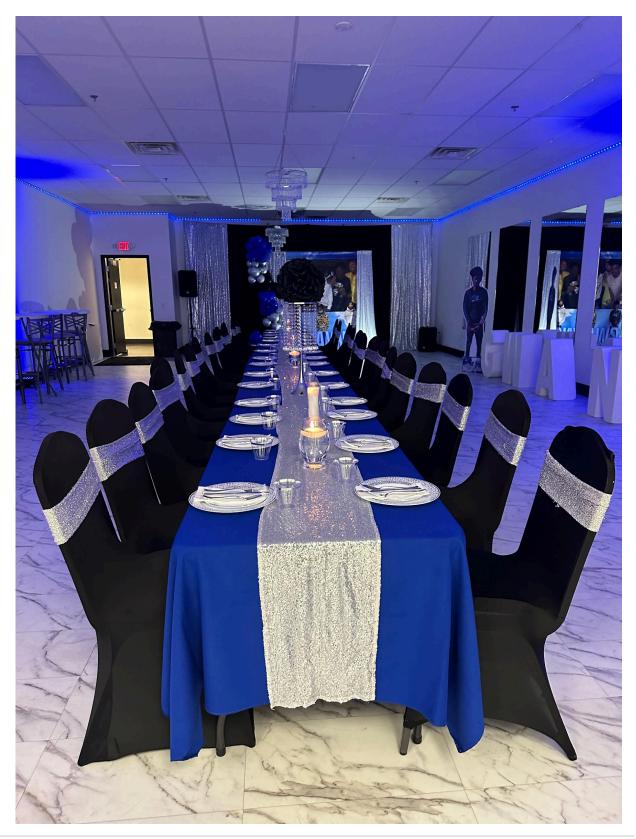


**Celebration of Life:** 



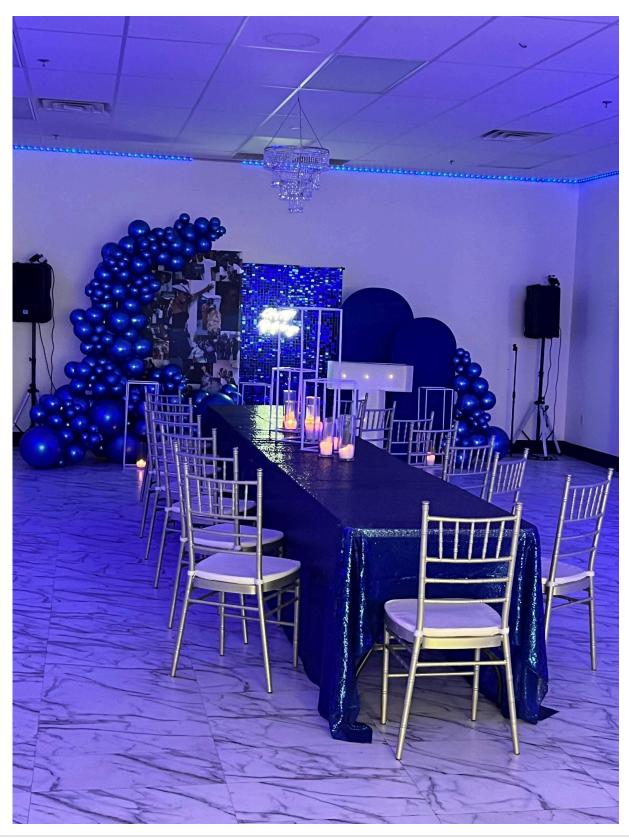






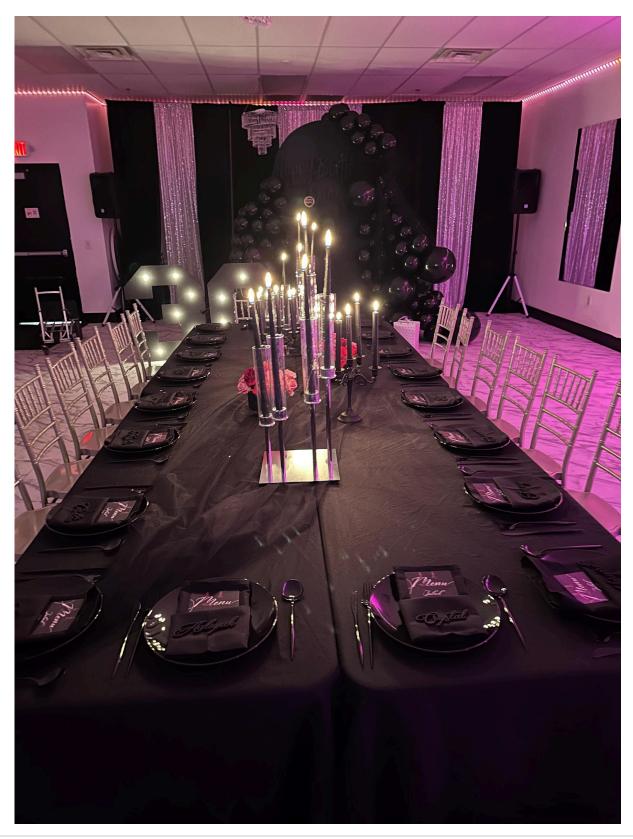
**Dinner Parties:** 

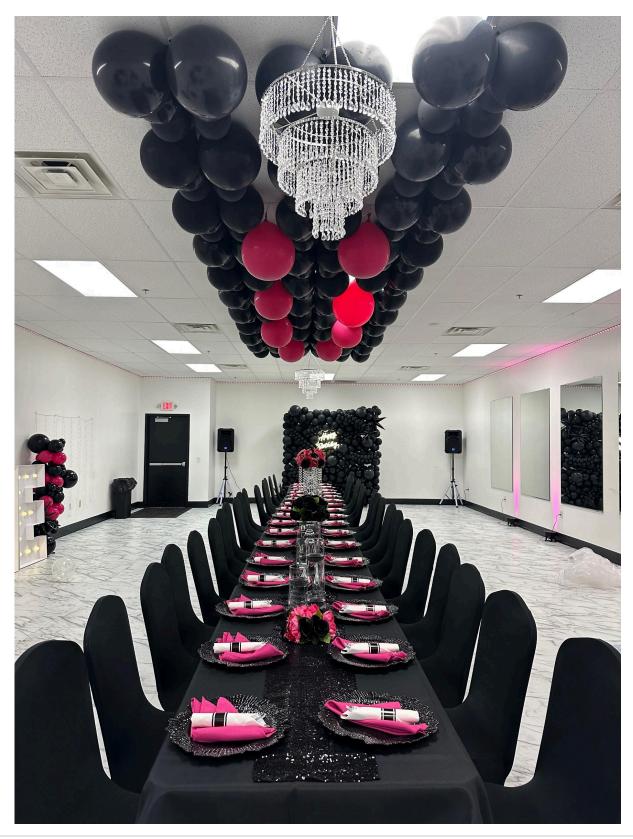


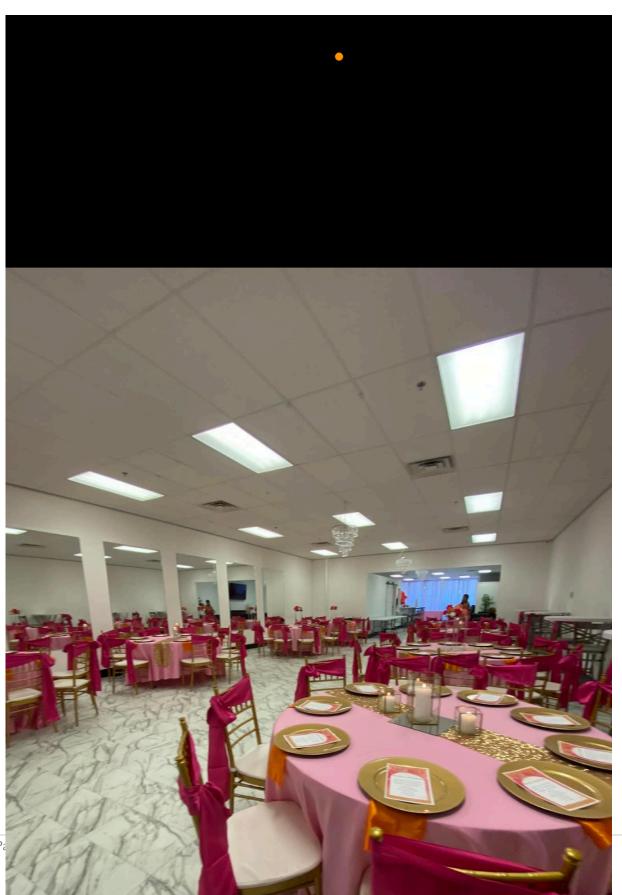




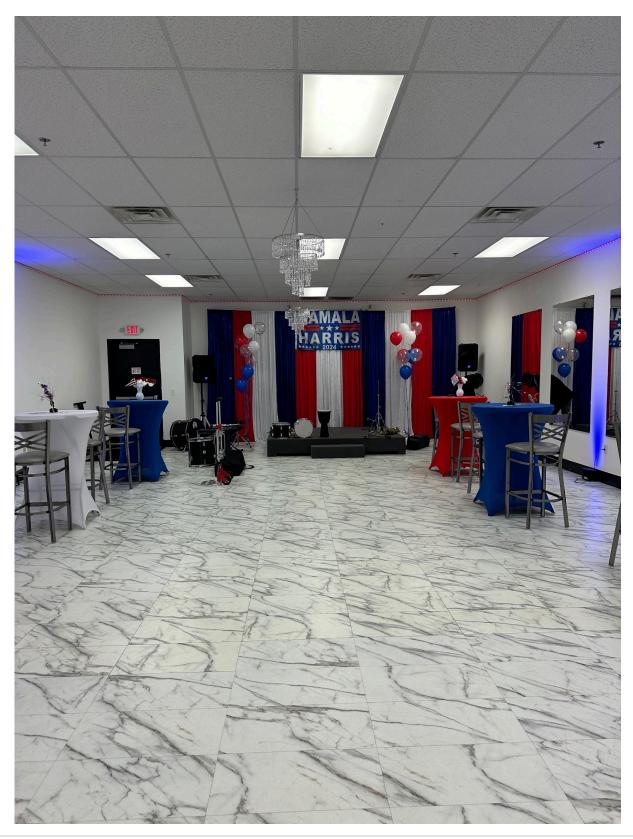








**Fundraisers:** 





#### **Events hosted by Hayes Place:**

#### **Networking events:**



Paint & Sips:







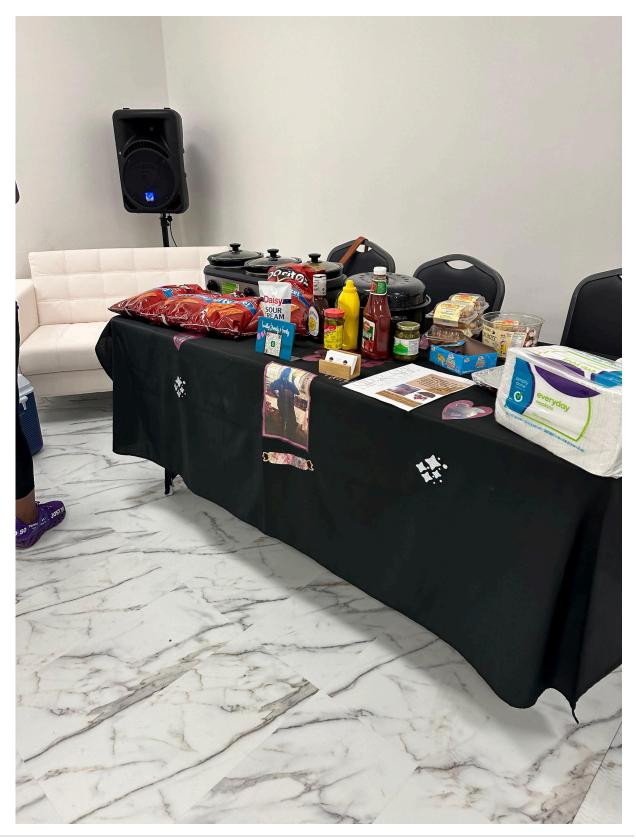
**Comedy Shows:** 



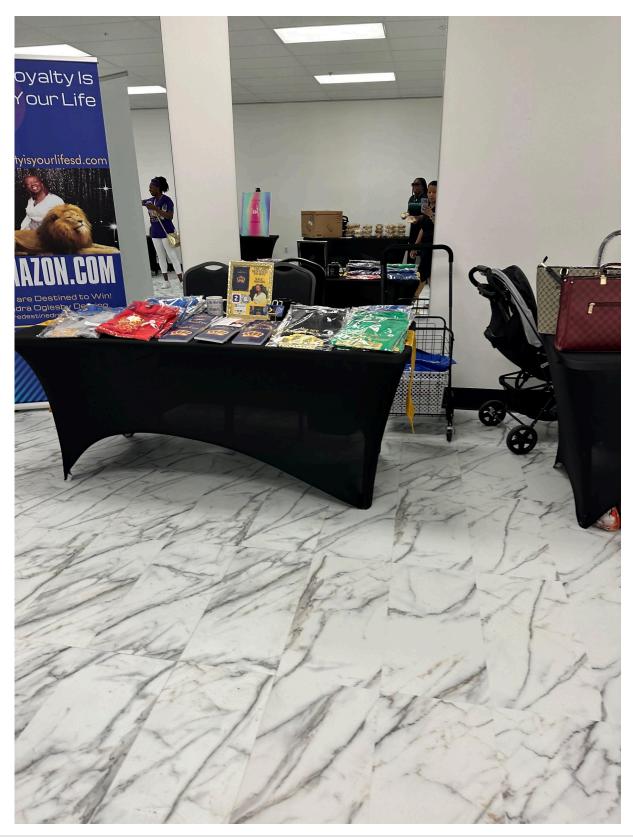
**Poetry Shows:** 



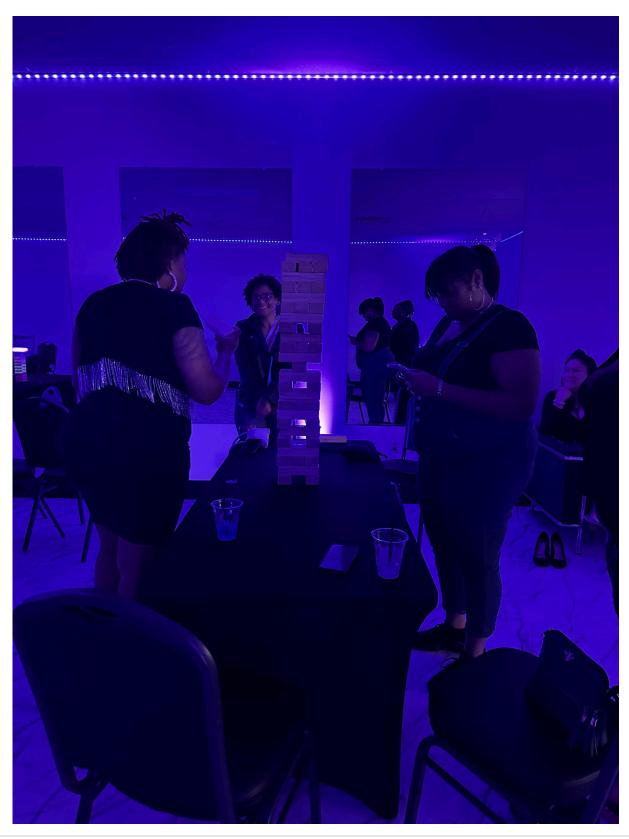
Pop up Shops:







**Game Nights:** 



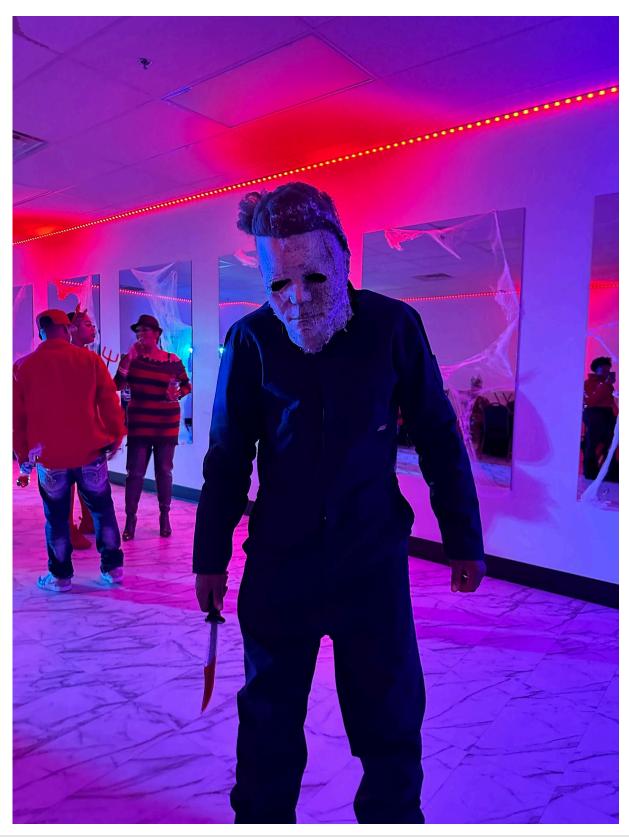
**Themed Parties:** 











## Addendum C: Other Resources

Sec. 125.07(2)

https://docs.legis.wisconsin.gov/statutes/statutes/125/i/07/2

https://www.cityofmadison.com/clerk/search-liquor-licenses/

Our Website: https://hayesplace.net