



Entertainment License (21+)
Visual & Performing Arts License (18+)

44200
(Number)

TEMPORARY LICENSE ___/5

PERMANENT LICENSE

(scanned)

City of Madison Clerk
210 MLK Jr Blvd, Room 103
Madison, WI 53703

(Leg file number)

(initials)

licensing@cityofmadison.com
608-266-4601

(Processing step)

This application modifies existing alcohol license number: (Class B license only)

Corporate Information

Licensed Premise Information

Business Legal Name: Matherhorn Ventures Group

Business dba Name: Roast Public House

Business Address: 558 state st

Licensed Address: 558 state st

Business Contact Name, Position & Phone:

Business Contact Name, Position & Phone:

Doug Hamaker, owner

Email:

Email:

Premise Capacity: 117

Liquor/Beer Agent Name: Henry Aschaver

25% Alcohol, 75% Food Alder, District #: Ledell Zellers 2 Police Sector: central

Type of live entertainment to be offered: Live Bands and DJ's

Corporate Officers, Partners, or Sole Proprietor's information:

Table with 3 columns: Name, Address, Corporate Title or Partners' verification. Rows include Doug Hamaker (owner), Henry Aschaver (owner), and Don Hamaker (owner).

- Orange sign issued
License Renewals & Changes brochure with next steps issued
Security Plan attached (see below)

I certify that this information is true and correct to the best of my knowledge,

X [Signature]

8/23/16
Date

Emergency Procedures

In Case of Fire:

- Immediately and calmly evacuate the building using the closest and safest exits. Exits are located at the front and rear of the building. Instruct patrons and employees to calmly walk to the desired evacuation route and direct them. Utilize the PA system if possible.
- Do not allow the crowd to become frenzied. It is very important to remain calm so as no one is injured during the process.
- Treat all alarms as genuine, do not discount any alarm! Do not attempt to silence the alarm(s) without being given an "all clear" from the fire department. (During this process, a staff member should, as soon as safely possible, turn off the house music and turn the house lights up. An attempt should also be made to secure cash registers, if this can be safely done.)
- Anybody who may be incapable of safely exiting should be offered immediate assistance. Individuals are to be instructed to keep moving away from the building in a safe manner.
- Call 911. Calmly explain the situation. There may be instances where a fire alarm station has been pulled without the presence of a fire being recognized. If you know this happens to be the case, please explain this to the dispatchers. In the instance of visible flames/smoke all pertinent information should be relayed to dispatch. Report any injuries.
- If the appropriate fire extinguisher can be safely accessed, an effort to extinguish flames should be attempted. Please do not put yourself, or any others, in unnecessary danger! Fire extinguishers are located in the dining room (on the west wall, in between the booths and high tops), behind the bar (near the swinging doors), in the kitchen (at the top of the basement stairs), and in the basement (near the walk-in)
- Do not allow people to congregate near any exterior doorways during evacuation. Everyone should remain a safe distance away from the building.
- Do not allow anyone to re-enter the building under any circumstances, until an "all-clear" has been given.

In Case of an Unconscious Individual:

- Remain calm.
- Immediately request house lights up, music off.
- Lay the person on a hard surface (floor) and position them on their back.
- Check if the person is breathing or for other vital signs. This should require less than ten (10) seconds. If person does display vital signs attempt to rouse the person by using two of your knuckles and forcefully grinding them into the person's sternum.
- If the person is not breathing, does not have a pulse, or has not regained consciousness, begin resuscitation efforts.
- Instruct another calm individual to dial 911 immediately. Have them calmly explain the situation to dispatchers and listen carefully to their instructions.
- Place your hand under their chin and tilt their head backwards. Check for any obstructions in their airway. Remove them if possible. This should be done in less than ten (10) seconds.
- If the person has not resumed breathing or has not displayed vital signs, begin chest pumps.
- Place one of your hands directly on top of the other, with palms downward, and interlock your fingers. Your elbows should be straight and your shoulders should be directly over the person's chest cavity.
- Place your interlocked hands directly on the center of the person's chest and begin forcefully and quickly pushing down on the chest cavity at about 2", and allowing the person's chest to recoil, or rise up. This should be done at a pace more than one pump per second, about 100 pumps/minute. Do not stop compressions until you are relieved by emergency responders or, in the case that you become tired, another individual to continue compressions.
- If the unconscious individual is small child, be less forceful when administering chest compressions. Place the heel of one (1) of your hands on the child's breastbone, just below the nipples. Place your other hand, or that of a bystander's, on the child's forehead to keep the head tilted back. Begin compressions at a depth of about half their chest cavity. Rifle off thirty (30) compressions at a rate of more than one per second.

- After thirty compressions, quickly re-check vital signs and resume compressions if the child has not resumed breathing or regained a pulse. Do not cease life-saving efforts until relieved.

In Case of an Armed Robbery:

- Remain calm.
- Speak in even, non-confrontational tones.
- Do exactly as the assailant(s) demands. Allow them to become at ease.
- Try to pay attention to any identifying features/traits/behaviors. Make a mental note of anything the assailant may have touched. If at all possible, try to remember what was taken. Specifically, the amount of money and the dollar denominations, as well as any other items removed.
- Do not attempt to subdue or impede the assailant(s).
- Once the assailant(s) leaves and the threat of danger has passed, immediately lock the doors carefully so as not to disturb any potential evidence. Proceed to dial 911. Calmly explain the situation and offer any details that may be recalled. Attempt to remember identifying features of the person(s) involved such as gender, race, height, weight, body type, hair/eye color, clothing worn, direction fled, etc. Any injuries must be reported.
- Allow responding investigators access to the video footage.

In Case of Inclement Weather:

- In the event of a tornado warning, all music should be lowered, doors should be locked, and registers should be secured, if possible.
- Shelter should be taken in either the basement or in the restrooms.
- Remain calm. Direct others to the shelter area.
- Do not allow anyone to run or crowd.
- Anyone who cannot safely seek shelter should be offered assistance.
- An attempt to access weather information via either a smartphone or radio should be made.

- People are to be instructed to sit down with their heads between their legs and cover their heads.
- Do not exit shelter until the danger has passed.

In Case of a Bomb Threat or Suspicious Package:

- Please refer to the bomb threat procedures checklist.

In Case of a Firearm Being Encountered:

- Stay calm.
- If the firearm is dropped on the floor or is otherwise lying about, do not touch or pick it up. Do not allow others to do so.
- Please attempt to cover the firearm with a bar rag or other piece of material or object. Immediately dial 911.
- Instruct everyone in the vicinity to move a safe and reasonable distance away and to remain calm.
- If someone claims that the firearm belongs to them do not let them touch it. Try to identify them by either asking for identification or making a mental note of their description. Allow them to leave if they so desire, but do not let them retrieve the firearm. Explain to them that they can provide proof of ownership to authorities.
- If the firearm is found to be on another individual, whether concealed or visible, do not attempt to physically engage them. Calmly and politely ask the person to step-aside, and explain that the law does not permit firearms where alcohol is served. Do not make a scene. You are not permitted to touch or otherwise attempt to disarm the individual. Ask the individual to leave. Commit to memory a description of the individual and notify police when it is safe to do so.

In Case of an Active Shooter:

- Stay calm
- Call 911
- Try to get yourself and others to safety by either evacuating the building via one of the two exits or by taking shelter in a lockable room or walk-in.

In Case of a Report of a Sexual Assault:

- If you are approached by someone reporting a sexual assault that occurred on Roast premises, do not discount the report or ridicule the victim
- Attempt to calm the person and have them explain or write down details or pertinent information. If the victim is a female it may be comforting to have this step performed by a female staff member.
- Ask any potential witnesses to remain on-site.
- Immediately dial 911 and report the incident.
- Secure all video footage using an estimated timeline.

Fire Panel Operation

The fire panel is located in the basement, in the dry storage area on the other side of the office. In order to silence an alarm (all alarms need to be called in to the Madison Fire Department) you must first reset the triggered pull station. Pull stations are located by the front entryway, at the top of the stairs near the emergency exit, in the back hall near the restrooms, in the kitchen, and in the basement.

Once the pull station has been reset, go to the fire panel and press alarm silence and then reset.

Emergency #'s/Important Contacts

Henry Aschauer [REDACTED]

Doug Hamaker [REDACTED]

Tim Bublitz [REDACTED]

Dave Fulbright [REDACTED]

Kendall Kennedy

Laura Heinz

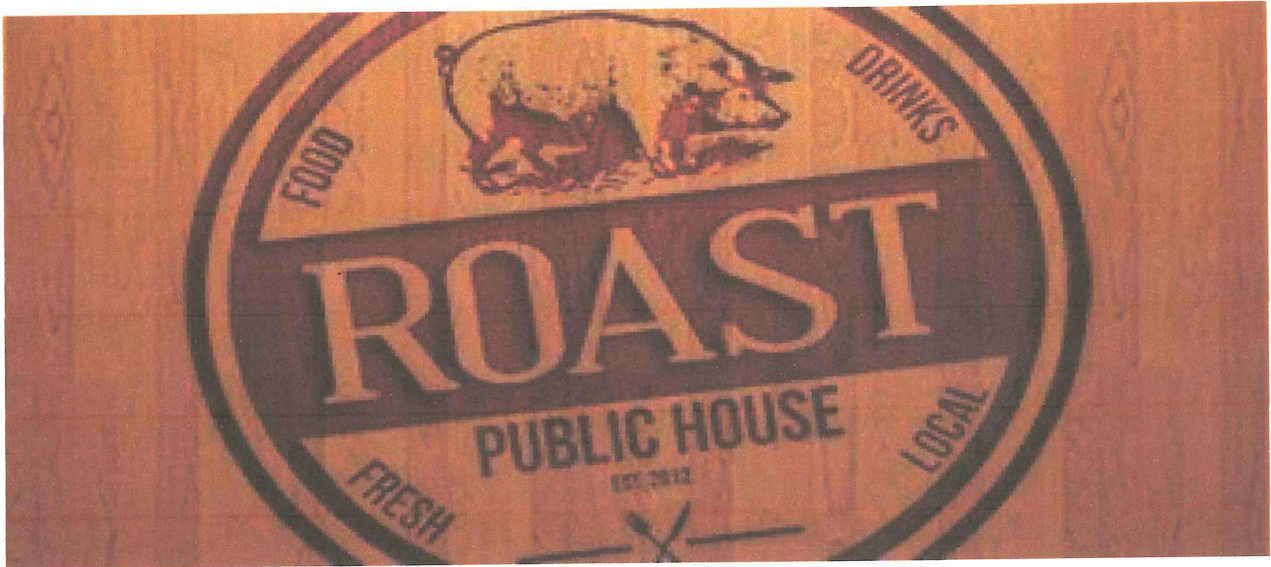
In Case of Emergency: 911

Madison Police (non-emergency): (608) 255-2345

Madison Fire (non-emergency): (608) 266-4420

Madison Gas & Electric (gas): (608) 252-1111

Madison Gas & Electric (power): (608) 252-7111



Security Plan and Standard Operating Procedures

In order to provide the upmost gratifying entertainment experience for our guests and a profitable and enjoyable setting for our co-workers, a safe and secure environment must be maintained. This guide, while serving as the blueprint in achieving those objectives, should not be considered all-inclusive or invariable, but rather as a source of assistance and reference that may be amended as needed. However, all security personnel, or employees acting in a security function, shall adhere to the principles of this document. All disagreements and/or grievances pertaining to the contents within should be brought immediately to the management's attention.

Duties, Expectations, & Enforcements

As a member of the Roast Public House security team you will be held to a high standard. You are expected to be vigilant, prepared, respectful, courteous, and confidential. Security and Door personnel will be required to wear Roast issued security shirts so that they are easily identifiable as security/door personnel . You should also maintain a neat physical appearance and proper health. As an employee you should not expect to “muscle” or otherwise physically, mentally, and/or verbally demean any co-worker or guest of this establishment. As security it is our job to ensure the safety and security of the establishment and its inhabitants. You are expected to remain attentive at all times and to spot problems before they materialize into something more dangerous. While it is desirable for there to be a ratio of one security team member per fifty patrons, it is not always feasible or necessary. It may be common, and accomplished, for one person to fill the role of security. However, when two security personnel are on duty at the same time, one person shall be positioned outside as doorman and another shall be positioned inside as rover. They may switch provided that the roles are completely understood.

You are not permitted to be under the influence of any substances that may compromise your duties. If you are found to be incapable of performing your duties because of intoxication, you will be sent home without pay. If the problem persists, you will be terminated. Further, you are not permitted to carry any weapons while on the clock or while at Roast for social purposes. This includes, but is not limited to: firearms, knives, pepper spray, tasers, batons, brass knuckles, or handcuffs. If you should bring any weapon to work you will be asked to store the item in your vehicle, or take it home. We will not permit any weapons to be stored on the premises.

Any and all injuries suffered by patrons or employees during the course of your shift are to be reported as soon as possible to a manager, and are to be documented and detailed in the Security Log. In addition, if police or emergency services respond to Roast, for any reason, these instances should also be noted in the Security Log. The Security Log can be found at the host/wait stand.

Emergency #'s/Management contact's

Henry Aschauer [REDACTED]

Doug Hamaker [REDACTED]

Tim Bublitz [REDACTED]

Dave Fulbright [REDACTED]

Kendall Kennedy

Laura Heinz

Live Entertainment type

Roast will feature both live bands and live "DJs".

Capacity/Outdoor Line Procedures

The capacity of the venue is 117 occupants. This includes employees and guests. This also applies to any hours of operation. It is up to the staff to ensure that this number is completely accurate. This should be achieved by using communication and clickers. The occupancy number is to be strictly enforced. Once capacity has been reached, it is the duty of the "doorman" to not exceed that number. If a person exits the venue for a cigarette it is expected that that person has not left, and their spot shall be reserved. However, patrons exiting for any other reason (other than a brief conversation), it is solely the doorman's discretion on whether to re-admit the patron.

As the doorman, you should expect to open the entrance door and greet guests as they enter Roast. Something as simple as a smile and a friendly gesture is sufficient. You should direct them to the host stand if they are looking for a table or booth. You can suggest to them that they may seat themselves at the bar, if they so desire. When guests are departing hold the exit door open for them and thank them for coming in to the establishment.

It is the doorman's responsibility to maintain the integrity and safety of the line outdoors. The line should be marked by removable partitions or stanchions, and should start from the corner of the exterior main entry door and continue down the 500 block of State Street. The

doorman shall be in the position of the exterior doorway, so as to allow individuals to enter/exit as he allows when checking ID's. Those exiting Roast should be instructed to exit towards the 100 block, by controlling the first partition/stanchion outward. They should not be going "against the grain" of line.

The line should not cause the sidewalk to become overly congested, and shall remain orderly and not become unsafe. Any unruly or obviously intoxicated behavior displayed by those wishing to gain entry will be grounds for refusal of entry. Should the line become so aggressive and unmanageable, people should be cleared away from the door and the door should be held. Staff should be instructed to lower the music and raise the lights. Police should be summoned. Do not allow any individuals to crowd any doorway

Roast does not permit the use of pat-downs or metal detectors. Should you happen to encounter a person with a firearm, concealed or visible, calmly and politely ask the person to step-aside, and explain that the law does not permit firearms where alcohol is served. Do not make a scene. You are not permitted to touch or otherwise attempt to disarm the individual. Allow the individual to leave. Commit to memory a description of the individual and notify police when it is safe to do so.

Under no circumstances are any individuals allowed to congregate inside or outside the immediate vicinity of the doorway, once capacity has been reached. This area is to be kept clear. It is the doorman's sole discretion to allow individuals to cut the line and enter. However, venue capacity may not be breached.

During winter months, you may also be asked, or see an opportunity, to clear snow from the sidewalks and doorways. Salt may also need to be applied to slippery surfaces.

Age/Alcohol Restrictions

Only those who are twenty-one years of age may be permitted to consume alcohol, or be in an obvious state of intoxication, while at Roast Public House. Those who are not twenty-one years of age are not permitted to be on Roast Public House premises after 10:30pm (non-food service hours). Exceptions will be made for employees who are on-the-clock and are

not intoxicated, and for children in the presence of their parents. Identities must be verified if their child is consuming alcohol and the parents must remain on-site! This will be strictly enforced! Those who are found in violation of this standard will be politely asked to leave the establishment once their bill has been paid.

In the event of a mixed-age crowd during your shift, wristbands should be administered to those who are of legal drinking age. One wristband per person and it must be applied by staff only. Those who are under twenty-one, but have received permission from their parents and bar staff to consume alcohol, should be given wristbands as well. In these cases, the wristbands should be removed by the doorman when these individuals exit. In addition, any person asked to leave or removed from Roast should also have their wristband removed. It is the responsibility of the security staff to watch for any wrist-banded individuals procuring alcohol for other individuals who are not wearing a wristband. Security should also be aware of individuals attempting to give their wristband to another individual or wristbands that do not match those being applied by staff. Individuals who violate this policy will be asked to leave. Specific information regarding wristband protocol will be given during the day of the event. Staff should make an effort to not use identical wristbands two events in a row.

At Roast Public House, the responsibility of verifying forms of identification normally falls to the doorman on-duty. As the doorman, you reserve the right to reject any form of identification that does not appear to be legitimate.

When checking a patron's form of identification (ID) observe the person who hands you the ID, and then look at the form. If it is a license or an identification card look at the back - it should not be blank. Does the picture appear to be the person who handed you the ID? Look for behavior cues exhibited by the person. Do they appear nervous or unwilling to make eye contact? Do they appear to make unnecessary or prolonged eye contact? Look for obvious indicators such as the date of birth, expiration date, gender, race, height/weight, and hair/eye color. Many physical attributes can change with time. Beware of this. Look for any imperfections in the ID such as abnormal bends, cuts, cracks, dips, rises, or ridges. Look at the photo. In many instances the picture will contain a silhouette behind the person's head. Does the photo appear to be good quality? ID's are issued by agencies using quality equipment and methods. The quality of the picture, and the ID in general, should not look like it was created from someone's Kodak. Look

at the font and format of the ID. It should be consistent and not irregular.

If you still have reservations about accepting the ID, you can ask for a second form of identification. A debit/credit card, insurance card, or gym membership card does not count as a second form. It must be something with their picture, name, and date of birth on it and it should not be expired.

A flashlight and blacklight may be used to verify certain forms of ID's if you know the things to look for. You can also seek a second opinion by asking a fellow member of security or a member of management. You can also utilize a current publication of an ID checking guide provided by Roast. This book should be perused as it does contain valuable information.

You can also quiz the person using information on the ID. Items such as name, address, zip code, and date of birth are all things the person should know. If a middle initial is in the name on the ID, ask them what it stands for - there should not be hesitation. If you are familiar with Zodiac signs, ask them what theirs is. Ask them what year they graduated. If you are familiar with the area from which the ID claims them to be from, ask questions about what high school they attended or what the mascot is. You can also ask them to sign their name on a piece of paper to see if the signatures match.

Do not confiscate forms of identification with the purpose of re-selling them or giving them to another person. If you do confiscate any ID's, they are to be turned by the end of your shift over and only to the security or bar manager.

Not all cases of verifying identification are the same. There may be instances when a person may have an expired ID, but it is clear (by using the guidelines above) that they are of legal age to consume alcohol. It is up to the doorman's discretion on who to allow in the establishment in such cases, however, careful consideration should be administered.

If a member of security has allowed a person under the age of twenty-one, who is not with a parent or legal guardian (and this has been verified), who is found to be consuming alcohol or is otherwise intoxicated, or is in the establishment past food service hours (generally no later than 10:30pm) will be reprimanded by management. No exceptions!

Extractions/Service Refusals

In the event of a patron being asked to leave due to their conduct or misbehavior, it is extremely important to remember that this person may be intoxicated or could be suffering from some degree of instability. It is equally important that you politely ask the person to leave. It is pertinent that you remain calm, firm, and fair. It is preferred that an individual be approached by more than one staff member. Unfortunately, this is not always achievable. However, if working as a team, one person should address the individual while the other focuses on keeping the surrounding environment civil. Do not approach the individual in an aggressive manner, or immediately become physical. However, do not lay down your defenses. Remain vigilant, be aware of your surroundings, and do not become distracted. Do not argue with the individual regarding any matter. It may be possible to enlist the help of member of this individual's party to assist you in reasoning with the person. Allow the individual to pay their bill, close their tab, and retrieve any of their property. If they are too intoxicated to do so, staff should try to assist the individual as courteously and efficiently as possible. If all efforts have been exhausted, ensure them that their un-retrieved items will be safeguarded until the following day.

If an individual has been asked to leave and they have not made the effort to oblige, they are trespassing on our property per Madison City Ordinance and Wisconsin State Statute. Make the person aware of this. If the individual is further refusing to leave, instruct them they have two options: They can leave under their own accord or we can escort them out by use of reasonable force and police will be summoned.

If they are further resisting to leave the premises, or if the individual is acting in an aggressive or threatening manner, summon police immediately. Do not attempt to fight or subdue the individual. Contrarily, in the instance of the individual destroying property, physically harming you or another individual, or approaching you or any individual in a manner in which you fear for the safety for yourself or another, it is completely warranted for reasonable measures to be taken in order to isolate the threat. However, it is not appropriate for you, as a member of Roast security personnel, to use methods and tactics that can inflict serious harm or death upon any individual. Please keep in mind that this person may not be fully in control of their cognizant and mechanical abilities. Yet, please remain in control of your approach and be aware of your strength and any force being applied. In a majority of cases it is not necessary to render an individual unconscious or completely immobile. An individual who has been restrained or subdued should not be lying in a prone position while another person's body weight

is on the restrained person's back. In the case of an individual who is complaining of shortness of breath or is not breathing, 911 should be dialed immediately. If you or any individual is injured during an extraction it should be immediately reported to a member of management and, if necessary, they should summon medical attention. This will be documented.

Once the individual is outside the establishment do not further physically or verbally engage the individual. If the individual is aggressive, or is otherwise being disorderly, summon the police immediately. Do not allow an individual who has been asked to leave, or has been removed, to loiter near the establishment, or re-enter for the remainder of the business day. If an individual is trying to gain access to the establishment, and has been deemed by security and/or management to be too intoxicated or unruly to do so, they must not be permitted to enter. Management has the authority to ban the individual, if necessary. As a business Roast reserves the right to refuse service to persons who are overly-intoxicated or whose behavior is so wholly unreasonable that it disrupts the course of business. All extractions are to be reported to management.

Inside Roast

- Please ensure that during the course of your shift that the emergency exit remains obstruction-free and that the exterior emergency door is not locked from the inside. Ensure that the alarms on both emergency doors are active. Be sure that the entrance door remains obstruction and body free, and that there is a clear path of travel throughout the establishment.
- Ensure that all fire extinguishers are in their designated areas and that they have not been tampered with and appear functional. Check the service tag to ensure that the extinguisher is up-to-date. If an extinguisher is in need of service notify a manager immediately.
- Please pay special attention to "chokepoints". These are areas that tend to get congested during high-capacity moments. These include the doorways, bar area, and the back hall near the bathrooms. It may be necessary for you to make regular trips through the bar to alleviate congestion. People who congest these areas should be politely asked to move about.

- All doorways should remain congestion-free at all times. Politely ask people not to congregate in any doorways. Also, check that door mechanisms are in proper working condition. If you encounter any door mechanism that is not working, or may need servicing, let a manager know immediately.
- Do not allow non-employees to access the emergency exit when there is no emergency present. Any person who is not an employee and is caught trying to exit or enter the premises using the emergency exit will be banned from Roast indefinitely.
- Watch for any suspicious or prohibited activity in or around the restrooms. Immediately remove anyone participating in any unsafe or illicit behavior.
- You may be required to move tables, chairs, stands, rails, and other equipment for logistic and safety purposes. In the warmer months Roast Public House offers outdoor seating for its guests. At a certain point in the evening (generally after 10:30pm but before 11:30pm, or when weather has become inclement, the outdoor seating must be brought inside and neatly organized in the basement. In regards to moving indoor seating, please consult a manager on-duty for further instruction.
- During the course of your shift you may see an opportunity to clear tables by removing dinner/bar ware. You may do this so long as your primary duties are not being neglected. Take the dinner/bar ware to the appropriate places. A staff member can advise you. Use a spray bottle and clean rag to clean surfaces once the empty table has been cleared. You can also sweep the floor of any debris so long as it is not disturbing guests. You may be required to remove trash and replace bags.
- Once “last-call” has been announced the music should be incrementally lowered, or shut-off completely by bar staff, and, after a brief amount of time has elapsed, the house lights should be raised. Although no one should be permitted to enter the premises once “last-call” has been announced, there may be exceptions to the rule by your or a manager’s discretion, so long as it is not past 2:00 am Sunday-Thursday or 2:30 am Friday & Saturday (or what is commonly referred to as “bar-time”). Under no circumstances will any person (except for on-duty employees) be allowed to enter or remain in Roast after these times. This will be enforced.
- Once the establishment has been cleared of all guests, it is the responsibility of security personnel to lock the front door. It is imperative to ensure the front door is re-locked after

each employee leaves (if employees do not all leave at the end of the night together). It is also the duty of security to go through (or "sweep") the bar and ensure there are no patrons left in the venue. Bathrooms and the back stairwell are areas of most concern. When performing your "sweep" please re-lock the emergency exit door and re-arm the emergency exit door alarms. There should be at least one security staff member staying on-site with the closing manager. Leaving together at the end of the night ensures building security and personal safety.

- Any important items such as keys, phones, and cards that a guest may have lost or left behind shall be turned into the bar. Direct any guest looking for any such item to the bar to see if it may have been turned in. For any other items such as clothing, those should be placed on or near the coat rack.
- At the end of the night you will be required to perform light clean-up duties. This may include clearing and cleaning tables, performing a cursory sweeping of the floor, and removing trash. Please do not ignore the bathrooms. Although a thorough cleaning is not required, a satisfactory job should be performed so as not to anger Mickey. On Thursday & Sunday evenings, after closing, the green dumpsters need to be placed outside in the front of Roast for trash service pick-up. This must be done!