

The City of North Richland Hills-

Swanky Spaces is an intimate event space that caters to small social gatherings. This will include: Baby showers, Bridal parties, Birthday parties, Dinner parties, and Corporate functions. Since Swanky Spaces will be a pre-decorated and furnished space, we will not cater to children's events due to our unique design and aesthetic. Our space will also double as a content studio for photographers, videographers, podcasters, and creatives. This will help us maximize our use and increase our revenue.

The max allowed occupancy for events will be 50 people. Our hours of operation will be 9am to midnight Monday thru Sunday. Majority of our events will be conducted after usual business hours and no event will be conducted past 12am midnight. During the day is when our content studio will be open for all creatives. Swanky Spaces will not be providing food or alcohol to clients. All clients must hire their own insured caterer if they decide to have food at their event. Alcohol will only be in attendance if and when the client decided to hire their own licensed and insured bartender. If alcohol is in attendance, Swanky Spaces will require on-site security to monitor the event.

Thank you,

Sharvell "Vella" Shaw  
Founder and CEO

The City of North Richland Hills-

First, the "kitchen area" will be in the back of the facility where the sink is located. However, the space will only include a sink and counter space for convenience. So essentially it will only be considered a kitchenette since that's what the space allows. We will not allow any use of cooking or preparing in that area. All caterers will have to prep before coming into our establishment. There are no plans to install a kitchen in the future.

Also, Swanky Space is strictly an indoor event center. No events will be conducted outside at any given time. Next, I acknowledge all property improvements that were stated. Since I don't own the property and in the event that the recommended upgrades don't get completed by the owner, will this affect the approval of my permit?

Lastly, I want to further explain our hours of operation. Although I stated that Swanky Spaces will be open 9am-Midnight it will be strictly by appointment. This will be for tours, booking our content studio and of course events. The heavy events will mainly be conducted on the weekend and after regular business hours. There will not be ANY daily foot traffic. I hope this gives you a better understanding of our intentions with parking.

Thank you so much,

Sharvell Shaw