



## APPLICATION

### SPECIAL EVENT BEER PERMIT

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**It is the applicant's responsibility to provide accurate and complete information. The Beer Board could delay or deny action on the application if any information is inaccurate or incomplete.**

Notice of conditions and requirements for a Special Event Beer Permit:

- A Special Event Organizer, for the purpose of holding a Special Event Beer Permit is defined as:
  - A bona fide non-profit, charitable organization as defined by Internal Revenue Code 501(c)(3)
  - A bona fide political organization or any political campaign committee as defined in T.C.A. §2-13-101
  - Any organization which has been in existence for at least three (3) years which expends at least sixty percent (60%) of its gross revenue exclusively for religious, educational, or charitable purposes.
- The Special Event Beer Permit shall not be issued for longer than one (1) forty-eight (48) hour period and no non-profit, charitable organization, or political organization shall be eligible to receive more than six (6) Special Event Organizer Beer Permits in any one (1) calendar year, measured from January 1 to December 31. Proof of property owner's permission shall be submitted as part of the application process.
- The application for the Special Event Beer Permit shall state whether the applicant is a charitable, non-profit, or political organization; include documents showing evidence of the type of organization; copy of IRS determination letter; and state the location of the premises upon which beer shall be served.
- A Special Event Beer Permit shall not be issued unless and until the organizer has submitted an Application for Special Event Beer Permit accompanied by a non-refundable application fee of two-hundred and fifty dollars (\$250.00) no less than four (4) weeks prior to a regularly scheduled Council Meeting for the Beer Board to consider and act upon the application. This fee shall apply for each permit applied for up to six (6) Special Event Organizer Permits in a calendar year.
- No charitable, non-profit, or political organization possessing a Special Event Beer Permit shall purchase, for sale or distribution, beer from any source other than a licensee as provided pursuant of state law.
- Since the Special Event includes the selling or distributing of beer, it is recommended that the Special Event organizer procure a liability policy, which covers losses resulting from the selling or distributing of beer. If the Special Event is to be held on public property owned or controlled by the City of Athens, the Special Event organizer must obtain a liability policy for the Special Event which covers losses resulting from the selling and distributing of beer in a minimum amount of \$500,000 each person/\$1,000,000 each occurrence for bodily injuries, and \$250,000 property damage, and name the City of Athens as an additional insured.
- No beer permit shall be issued to any person or entity with a person with greater than ten percent (10%) ownership interest who has been convicted of the unlawful possession, sale, manufacture, or transportation of beer or other alcoholic beverages, or any crime involving moral turpitude within the past five (5) years.
- All Special Event organizers must sign the **Acknowledgements** form, which is provided with this Application.

**For the Beer Board to consider an application, it must first be reviewed by the City Manager. The director of the applicant organization and/or event manager/responsible person must also be present at the Beer Board meeting at which the application is scheduled to be considered and a decision made.**

I/We hereby make application for a permit to sell or distribute beer or other beverages authorized to be sold or distributed under the provisions of the City of Athens Alcoholic Beverages Code Chapter 8 and base my application upon the answers to the following questions:

1. Is Applicant a(n):  501(c)(3) charitable organization?  
 Political organization defined in T.C.A. §2-13-101?  Other non-profit organization?

2. Full Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

3. Name and Description of Special Event \_\_\_\_\_  
\_\_\_\_\_

4. Event Location \_\_\_\_\_ Event Date \_\_\_\_\_

5. Contact information for the person in charge of the Event for the Organizer:

Name \_\_\_\_\_ Driver License # \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

6. Name of Property/Business Owner of Special Event Location: \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

7. Has the Applicant, any person in charge of the Special Event, or owner of the property where the Special Event is to be held had a Beer Permit revoked, suspended, or denied in the State of Tennessee?

- Yes  No If so, specify where, when, and why:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant Checklist:

- Application fee (\$250.00)
  - Proof of Non-Profit status or Political Organization
  - A description of the location where the Special Event will be held to include a street address; the name and contact information for the owner of the property; a sufficient map to show the boundaries of the location and the area within the Event location where the beer will be sold, served, dispensed, or distributed; along with the proposed hours during the Event within which the beer will be sold, served, dispensed, or distributed. If the Event is to be held on property not owned by the Applicant, a written statement of approval from the property owner, signed by the property owner must accompany the Application. If the organizer desires to hold the Special Event on property owned or controlled by the City of Athens, the Applicant must seek approval of the City Council prior to the Beer Board meeting to hear the application.
  - Communicated with City Manager for Application Development
  - Records Check Completed
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Applicant Signature or Agent/Representative:

\_\_\_\_\_ Date: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

PLEASE CONTINUE TO ACKNOWLEDGEMENTS FORM



## SPECIAL EVENT BEER PERMIT ACKNOWLEDGEMENTS

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1. I/We hereby covenant that the information in this Application is true and correct and understand that if any statement contained herein is false, the permit issued is automatically forfeited and voided. Furthermore, in the event of forfeiture or failure to abide by all conditions within this permit, I/we shall not be eligible to receive a permit for a period of two (2) years in addition to any other penalty that may be otherwise provided for by law.
2. I/We understand that all applicants are charged with the responsibility of knowing the local and state beer laws. I/we are aware that the penalty for violating state or local beer laws can include revocation or suspension of the permit and/or the imposition of civil penalties up to TWO THOUSAND FIVE HUNDRED 00/100 DOLLARS (\$2,500.00) PER OFFENSE. I am familiar with the Beer Board Penalty Policy.
3. I/We release and discharge the City of Athens, its governing body, and all employees, from any and all liability, including losses and injuries for personal injury or damage to property arising or resulting from the release of information concerning or within this Application, the granting or denial of this Application, and the selling or distributing of beer by the Applicant or any of the agents, representatives, or employees of Applicant. I/we further agree to indemnify and hold harmless the City of Athens, its governing body, and all employees, from any and all claims and liability for injuries or damages to persons or property arising out of or resulting from the Special Event held by Applicant and the selling and distributing of beer by Applicant. The term, "persons," includes third parties, members of the public, and Applicant's agents, vendors, representatives, and employees.
4. I/We agree that knowingly employing or engaging any person convicted for the unlawful possession, sale, manufacture or transportation of beer or other alcoholic beverages or any crime involving moral turpitude within the past five (5) years is prohibited.
5. I/We understand if any information given in the application subsequently changes, I/we will immediately notify the City Manager's Office.
6. I/We assume full responsibility for the Special Event Beer Permit and will be accountable for full compliance with the laws of the City of Athens and the State of Tennessee in the sale or distribution of beer. The Beer Board has the right to place any and all conditions, restrictions, and provisions it deems necessary on the permit.
7. I/We acknowledge and understand that the fees paid for the Special Event Beer Permit application process are non-refundable.

8. The undersigned is the applicant or the bona fide and qualified agent/representative of the corporate applicant.

Signed on behalf of: \_\_\_\_\_  
Applicant Signature  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

The entity and person(s) signing this **Acknowledgements** swear and affirm that the statements in the **Acknowledgements** are true and accurate.

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Notary Public: \_\_\_\_\_ My Commission Expires: \_\_\_\_\_

<b>FOR OFFICE USE ONLY:</b>		
Date Application Received: _____	Received by: _____	
Fee (\$250) Received By: _____	Receipt #: _____	Date: _____
Action Taken: _____		Date: _____