



# CITY OF KNOXVILLE

Application for  
SPECIAL EVENT  
Beer Permit

*Information and Checklist*

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This application must be completely filled out before it is turned in with permit application fees (**non-refundable**) and the requirements listed. By making this application, the applicant assumes personal responsibility for all information provided. It is the applicant's responsibility to see that the application is complete and correct. The Beer Board can deny an application for any incorrect, inaccurate or false information provided; at the least, the Board may delay action on an application for any information it finds unacceptable. Copies of licenses and documents must be submitted with the completed beer permit application to the City of Knoxville Business Tax Office, City/County Building, 400 Main Street, Ste. 450. Please contact this office at (865) 215- 2083 with any questions about the application process. Each application must be signed and notarized. **After application and payment are received, Event Manager must go to the Knoxville Police Department for records checks, fingerprints and photographs—the Beer Board will NOT consider applications without records checks on ALL applicants.** Event Manager may not have been convicted of any crime involving moral turpitude or violation of any alcoholic beverage law within the ten (10) years prior to applying for permit. **Prior to issuance of the beer permit Event Manager must complete the TASK (Tennessee Alcohol Seller/Server Knowledge) program conducted by KPD.**

To be issued a beer permit for a special event, the following conditions must be met (*Code of Ordinances, city of Knoxville Part II Chapter 4 Article II Beer Div. 2 Beer Permit Sec 4-77*):

- a) *With the exception of events occurring on the Second Creek redevelopment site, which shall not be controlled by the provisions of this section, special event licenses to bona fide charitable, nonprofit or political organizations shall be limited to two (2) events per organization in any twelve month period.*
- b) *The special occasion license shall not be issued for longer than one (1) twenty-four hour period, subject to the limitations on the hours of sale imposed by law. The application for the special occasion license shall state whether the applicant is a charitable, nonprofit 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 alcoholic beverages shall be served and the purpose for the request of the license.*
- c) *The fee for each special occasion license shall be fifty dollars (\$50.00).*
- d) *For the purposes of this section:  
Bona fide charitable or nonprofit organization means any corporation or legal entity which has been recognized as exempt from federal taxes under section 501c of the Internal Revenue Code.  
Bona fide political organization means any political campaign committee as defined in T.C.A. §2-13-010.*
- e) *No charitable, nonprofit or political organization possessing a special occasion license shall purchase, for sale or distribution, beer from any source other than a licensee as provided pursuant of state law.*

# CITY OF KNOXVILLE

## Application for SPECIAL EVENT Beer Permit

### *Information and Checklist*

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The city Beer Board meets once a month. The following items must be completed and copies provided (if applicable) before the meeting to ensure consideration of the application.

**Remember, the completed application MUST BE SUBMITTED to the City of Knoxville Business Tax Office by the FIRST DAY OF THE MONTH in order to appear on that month's agenda.**

- New application completed & submitted to city business tax office:  
Agenda Date (Beer Board Meeting): \_\_\_\_\_ @ \_\_\_\_\_ p.m.  
*City/County Building, Main Assembly Room*  
**\*\*Representative or Manager MUST be present at meeting for consideration of permit.\*\***
- Permit application fee paid (**all fees non-refundable**)..... \$50.00
- Publication fee paid ..... \$25.00
- Records check(s) **Knoxville Police Department:**  
**Contact Inspections Unit: (865) 215-7379** *(Information Sheet Provided)*  
**BEER BOARD WILL NOT CONSIDER APPLICATIONS WITHOUT COMPLETED RECORDS CHECKS ON ALL APPLICANTS**
- Copy of **TASK** Program certificate issued by:  
**Knoxville Police Department Inspections Unit: (865) 215-7379**
- Copy of I. R. S. Designation Letter
- Submit ***Plan for Server Compliance***
- Copy of Permit issued by Special Events

***(It is the applicant's responsibility to provide complete and accurate information. The Beer Board could delay action on the application if any information is not accurate.)***

# CITY OF KNOXVILLE

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I / we hereby make application for a permit to sell or distribute beer or other beverages authorized to be sold, stored or distributed under the provisions of the City of Knoxville alcoholic beverages ordinance Chapter 4 and base my application upon the answers to the following questions:

1. Is Applicant a:  501c Charitable Organization       Political Organization defined in T.C.A. §2-13-101
  2. Name Applicant(s): \_\_\_\_\_
  3. Applicant address: \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_
  4. Name of Special Event: \_\_\_\_\_
  5. Date(s) of Event: \_\_\_\_\_
  6. Purpose of Special Event: \_\_\_\_\_
  7. Event Location: \_\_\_\_\_
  8. Event Manager Name: \_\_\_\_\_
- Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_
- Phone (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

**CITY OF KNOXVILLE**

Application for  
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**AFFIDAVIT**

1. I/we \_\_\_\_\_ hereby solemnly swear or affirm that each statement 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, that in the event of forfeiture I/we shall not be eligible to receive another permit for a period of ten (10) years pursuant to Tennessee Code Annotated §57-5-105(d).
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 ONE THOUSAND FIVE HUNDRED 00/100 DOLLARS (\$1,500.00) PER OFFENSE.
3. I/we understand that if the business allows illegal gambling on the premises that the beer permit will be subject to revocation.
4. I/we understand that a requirement of beer permit issuance is the permittee(s) and ON-SITE manager(s) who will supervise and/or sell and serve the beer at the event must complete alcohol education and training programs in accordance with City of Knoxville Code Section 4-60(c).
5. I/we understand that by submitting this application, a background investigation shall be conducted on the Event Manager. It is further understood that any and all documents related to that investigation shall become public record open for public inspection and reproduction pursuant to Tennessee Code Annotated § 10-7-503.
6. I/we hereby release, absolve and hold harmless, the City of Knoxville, the Knoxville Beer Board, the Knoxville Police Department, its employees, agents and representatives from any and all liability of whatever type for any damages, causes of actions, personal property injuries which may result as a consequence of my application for a beer permit, background investigation, release of documents or any other matters related to my application. I/we hereby waive all possible liability of the City of Knoxville, Knoxville Beer Board, Knoxville Police Department, its employees, agents and representative as stated above.
7. I/we agree that the use of any server who has been convicted within the past ten (10) years of any law relating to the sale, possession, manufacture or transportation of intoxicating beverages, including beer, as defined by City of Knoxville Code Section 4-37 or the use of any server who has been convicted of any felony or crime involving moral turpitude within the past ten (10) years will be cause for possible revocation of the beer permit.
8. I/we understand if any information given in the application subsequently changes, I/we will immediately notify the Knoxville Beer Board c/o Business Tax Office.
9. I/we assume full responsibility for the permit and will be accountable for full compliance with the laws of Knoxville and the State of Tennessee in the sale of beer.
10. I/we have read the foregoing release. I/we fully understand its provisions, and voluntarily consent to abide by its requirements.
11. I/we acknowledge and understand that the fees paid for the beer permit application process are non-refundable.
12. The undersigned is the applicant or the bona fide and qualified agent/representative of the corporate applicant.

\_\_\_\_\_  
*Applicant Signature or Agent/Representative*

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

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

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

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

**CITY OF KNOXVILLE**  
Application for SPECIAL EVENT Beer Permit  
*Event Manager Application*

Reason for Application:     New Application     Manager Change or Addition

1. Name \_\_\_\_\_
2. Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
3. Home Phone (\_\_\_\_)\_\_\_\_\_ Cellular Phone(\_\_\_\_)\_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_
4. Driver's License # \_\_\_\_\_ State \_\_\_\_\_ Social Security # \_\_\_\_-\_\_\_\_-\_\_\_\_
5. Local Business Name \_\_\_\_\_
6. Local Business Address/ZIP \_\_\_\_\_ Business Phone: (\_\_\_\_)\_\_\_\_\_
7. Have you ever been convicted of any violation of liquor and/or beer laws, felonies, or any crime involving moral turpitude, within the last ten years, or do you have any charges **currently pending**?     Yes     No  
If yes, give particulars of each charge, including city, county, state: court and date: \_\_\_\_\_
8. Have you ever had a beer permit revoked, suspended, or denied?     Yes     No  
If yes, explain: \_\_\_\_\_
9. Have you ever been convicted of any misdemeanors (Speeding, DUI, Simple Assault, etc.) within the last ten (10) years or have any charges currently pending?     Yes\*     No  
**\*If yes, give particulars of each charge, including city, county, state: court and date:** \_\_\_\_\_
10. Do you understand both the state laws and the local laws regulating the sale and distribution of beer in the City of Knoxville?     Yes     No
11. Do you understand that **allowing illegal gambling** on the premises will subject the permit to revocation?     Yes     No

**AFFIDAVIT**

I hereby solemnly swear or affirm that each statement in this application is true and correct and agree that if my statement is false, the permit issued may be revoked by the Beer Board, upon notice and hearing, and that the burden is on the permittee to prove the correctness of all the statements in this application.

I understand that this application is subject to the Tennessee Public Records Act and shall be open for inspection and reproduction by any citizen. Tennessee Code Annotated §10-7-503.

I, \_\_\_\_\_, understand that by submitting this application, a background investigation shall be conducted and any and all documents related to my investigation shall become public records.

I, \_\_\_\_\_, hereby release, absolve and hold harmless, the City of Knoxville, the Knoxville Beer Board, the Knoxville Police Department, its employees, agents and representatives, from any and all liability of whatever type for any damages, causes of actions, personal or property injuries which may result as a consequence of my application for a beer permit, background investigation, release of documents or any other matters related to employees, agents and representatives as stated above.

I have read and understand the foregoing Release and understand its provisions and voluntarily consent to abide by its requirements.

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

\_\_\_\_\_  
*Signature of Applicant*

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

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

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



# KNOXVILLE POLICE DEPARTMENT

## THE CITY OF KNOXVILLE, TENNESSEE

### **RECORDS CHECKS INFORMATION**

Records checks, fingerprints and photographs conducted by appointment only (865) 215-7379 on Tuesdays and Thursdays. **Ask for the Inspections Unit when arriving for your appointment.**

Cost is \$32.65 – cash, money order, or business/cashier's check, payable to the City of Knoxville.

Two forms of government-issued ID required.

**Deadline** is the Thursday before the scheduled Beer Board meeting.\*

### **TASK CLASS**

Held on Thursdays at KPD – 800 Howard Baker Jr Ave, Knoxville, TN 37915

Registration/Administrative instruction begins at 9:45 a.m. **Late arrivals will not be permitted entry.**

Instruction runs from 10:00 a.m. – 3:00 p.m.

Cost is \$50.00 – cash, check or money order payable to the City of Knoxville.

Government-issued photo ID is required to sit for class.

Applicants can complete the required records checks/fingerprints/photographs while attending the class. Two forms of government-issued ID needed.

### **IMPORTANT:**

\*The Beer Board **will not** consider applications without Police Department records checks, fingerprints, and photographs on all owners and managers listed on the application, and TASK program certification. To complete the process, owners/managers **MUST** make an appointment as soon as possible with the Knoxville Police Department Inspections Unit at (865) 215-7379 for fingerprinting/records check and photographs. **IMPORTANT** – You must provide proof of your Social Security number at the Police Department, with either of the following:

- Social Security card
- Form from the Social Security Administration
- Pay stub listing Social Security number
- Government-issued medical insurance card
- Voter registration card

**\*\*Owners residing outside of Tennessee, please contact the Inspections Unit (865)215-7379 for instructions.**



## **Guidelines for Server Compliance Plans**

Your Server Compliance Plan is an important piece of your application. A detailed Server Compliance Plan gives members of your Beer Board insight on how you plan to eliminate underage alcohol sales and prevent over serving customers. As you are writing your Server Compliance Plan, be sure to consider the type of business you are and the environment you will be serving. If you are serving in an area with a lot of underage traffic, you should consider providing more specific detail on how you will prevent service to minors. Additional detail may be needed if you are serving off premises or on premises, as well as if you are a special event. It's important to address any potential concerns that could be unique to your business, environment, or special event in your Server Compliance Plan.

Ultimately, your Server Compliance Plan should describe how you intend to prevent sales or service of alcohol to people who are underage or impaired. There are different types of beer permits, so depending on the type of permit, Server Compliance Plans may contain different elements.

### **Elements of your plan may include, but are not limited to, the following:**

- Compliance training for servers/clerks/management/new hires;
- Frequency of compliance training;
- Signage visible to customers and staff that communicate laws and policies on drinking;
- Policy & procedure for checking IDs;
- Point-of-sale use of scanners/computers/calendars to confirm customer is a legal drinking age;
- Daily process for servers going over proper sale procedures;
- Frequency of checking IDs;
- Procedure for catching fake IDs;
- Procedure for preventing over serving alcohol;
- Procedure to refuse service or sale of alcohol;
- Use of wristbands or other indicators for age 21 and over customers;
- Number of alcoholic beverages that may be served at one time to a customer;
- Corrective action plan for employees who violate your alcohol policies and/or laws;
- Plan of how the public areas of your business will be monitored to prevent minors from obtaining alcohol served to other patrons;
- Internal compliance checks;
- Any other elements you may have.