

**CITY OF KNOXVILLE**  
**APPLICATION FOR SPECIAL EVENT BEER PERMIT**

STATE OF TENNESSEE

COUNTY OF KNOX

**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 not accurate.**

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 organization 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. §2-13-101.*
- (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.*

**For the Beer Board to consider an application, the Director of the applicant organization and/or event manager/responsible person must be present at the Beer Board meeting.**

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 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. Applicant \_\_\_\_\_
- 3. Applicant address \_\_\_\_\_ Zip \_\_\_\_\_ Phone (865) \_\_\_\_\_
- 4. Name of Special Event \_\_\_\_\_ Date \_\_\_\_\_
- 5. Purpose of Special Event \_\_\_\_\_
- 6. Event Location \_\_\_\_\_
- 7. Event Manager Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Cell \_\_\_\_\_
- Application fee paid (\$50.00)
- Publication fee paid (\$25.00)
- Total fees collected for background checks \_\_\_\_\_ @ \$25.00 = \$ \_\_\_\_\_
- Records Check Completed
- TASK Program Completed
- Copy of Designation letter
- Plan for server compliance
- Special Event Permit

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- Approved: permit issued to applicant @ meeting.      Date \_\_\_/\_\_\_/\_\_\_
  - Approved subject to final documentation      Date \_\_\_/\_\_\_/\_\_\_
  - Permit released to \_\_\_\_\_      Date \_\_\_/\_\_\_/\_\_\_
  - Denied; notification given to applicant      Date \_\_\_/\_\_\_/\_\_\_
  - Deferred to \_\_\_\_\_      Date \_\_\_/\_\_\_/\_\_\_
  - Other \_\_\_\_\_      Date \_\_\_/\_\_\_/\_\_\_

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**BEER PERMIT APPLICATION 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 Permit Holder and/or 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 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.
6. I/we agree that 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.
7. 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.
8. 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.
9. I/we have read the foregoing release. I/we fully understand its provisions, and voluntarily consent to abide by its requirements.
10. I/we acknowledge and understand that the fees paid for the beer permit application process are non-refundable.
11. The undersigned is the application 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: \_\_\_\_\_

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**Beer Permit Owner/Manager Application (\$25.00 fee)**

Reason for application:    New application                       Manager change or addition

1. Name \_\_\_\_\_
2. Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_ Zip \_\_\_\_\_
3. Contact Phone: \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security \_\_\_\_\_
4. Drivers license # \_\_\_\_\_ State \_\_\_\_\_
5. Local business name \_\_\_\_\_
6. Local business address \_\_\_\_\_ 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 past ten years, or do you have any charges currently pending? Yes  No  If yes, give particulars or each charge including city, county, state, court and date: \_\_\_\_\_
8. Have you ever had a beer permit revoked, suspended, or denied? Yes  No
9. Have you ever been convicted of any misdemeanors within the last ten (10) years or have any current charges pending? (i.e. Speeding, DUI, Simple Assault) 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 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 and 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.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

My commission expires: \_\_\_\_\_