

**OAK RIDGE BEER PERMIT BOARD  
REGULAR MEETING**

**Municipal Building Training Room  
Monday, January 14, 2013  
12:00 Noon**

**AGENDA**

1. ATTENDANCE
2. INTRODUCTION OF NEW MEMBERS – Pedro Otaduy and Wendy Williams
3. ELECTION OF OFFICERS – Chairman and Secretary
4. APPROVAL OF MINUTES – Regular Meeting of December 10, 2012
5. APPLICATIONS FOR NEW BEER PERMITS AND ASSOCIATED MANAGER APPROVAL APPLICATIONS  
  
    Application No. 1472  
    Mahendra Kumar Patel, Owner  
    Vipel Patel, Manager  
    Grove Market  
    133 Randolph Road  
    Class “B” Permit  
  
    Application No. 1473  
    Abdulla Methani, Owner/Manager  
    Barakat Business, LLC d/b/a Kwik Stop  
    98 Arkansas Avenue  
    Class “B” Permit
6. NEW MANAGER APPROVAL APPLICATIONS – None
7. NEW / OLD BUSINESS
  - A. New Beer Permit Application and Manager Approval Forms – ACTION REQUESTED  
  
    See attached Legal Department Memorandum 12-69 and attached updated application forms for explanation of this item.
  - B. Verbal Report on Status of Privilege Tax Payments – INFORMATION ONLY, NO ACTION REQUIRED  
  
    By City Code §8-708, all beer permit holders are required to pay an annual \$100 privilege tax payment by January 1<sup>st</sup>. If payment is not received, the City is required to send a past due notice by certified mail giving an additional ten (10) days to pay (from receipt of notice) prior to the Board being able to take action against the permit. The Board may impose a civil penalty against the permit holder or suspend or revoke the beer permit after a show cause hearing for failure to pay the privilege tax.
  - C. Handouts for February Meeting (SPIRIT Program) – INFORMATION ONLY, NO ACTION REQUIRED
  - D. Newly Required Statistical Report Submitted to Tennessee Alcoholic Beverage Commission – INFORMATION ONLY, NO ACTION REQUIRED
8. ADJOURNMENT

**MINUTES OF THE  
OAK RIDGE BEER BOARD**  
Regular Meeting

Training Room – Municipal Building  
December 10, 2012  
12:00 noon

PRESENT: Barton Bailey, Colin Colverson, Theresa Scott, Debra Solmonson, and Randy Tedford

ABSENT: Carol Heck (excused – prior notice)

ALSO  
PRESENT: Tammy Dunn, Senior Staff Attorney  
Mike Uher, Police Captain

AUDIENCE  
MEMBERS: Michael Foster, Allies for Substance Abuse Prevention

**ROLL CALL**

Chairman Tedford called the meeting to order at 12:00 noon.

**APPROVAL OF MINUTES**

Secretary Bailey moved, seconded by Mr. Colverson, to approve the minutes of the November 12, 2012 meeting, and the motion carried unanimously.

**APPLICATIONS FOR NEW BEER PERMITS AND THEIR ASSOCIATED MANAGER APPROVALS**

**Application No. 1466**  
**Harvest Premium Buffet, Inc.**  
**Qiag Mei Zheng, Owner/Manager**  
**1150 Oak Ridge Turnpike**  
**Class "C" Permit**

Ms. Zheng was present to discuss her applications. Ms. Dunn stated that the business has not yet passed the life safety inspection.

The Board discussed with Ms. Zheng her experience selling beer (she was a previous owner of this establishment), her training (nothing formal), her ID policy (will ID everyone), her staff (will have three servers, which she will train), her plans for beer sales (bottles only), and her plans for brown-bagging (will allow wine). Ms. Zheng was reminded about her parking lot responsibilities and to call the police if needed for problems.

Having no further discussions, Mr. Colverson moved, seconded by Secretary Bailey, to approve the beer permit and manager applications – subject to passing the life safety inspection – and the motion carried unanimously.

**Application No. 1468**

**Chopsticks**

**Lin Yan Zhu, Owner/Manager**

**772 Briarcliff Avenue**

**Class "C" Permit**

Ms. Zhu was present to discuss her applications, along with Michael Chueng and Karen Mcloud for interpretation if needed. Ms. Dunn stated that the business has passed the life safety inspection.

The Board discussed with Ms. Zhu her experience selling beer (out-of-state experience), her training (nothing formal), her ID policy (will ID everyone), her staff (will have two servers), her plans for beer sales (cans and bottles only), and her hours of operation (open until 10pm). Ms. Zhu was told about her parking lot responsibilities and to call the police if needed for problems.

Ms. Solmonson moved, seconded by Secretary Bailey, to approve the beer permit application and the manager application and the motion carried unanimously.

**Application No. 1469**

**Homeland Foods Café**

**Maria Guadalupe Ramirez, Owner/Manager**

**154 C Talmeda Road**

**Class "C" Permit**

Ms. Ramirez was present to discuss her applications. Ms. Dunn stated that the business has not yet passed the life safety inspection.

The Board discussed with Ms. Ramirez her experience selling beer (none), her training (nothing formal and it was suggested that she may wish to go through formal training/classes since she does not have prior experience), her ID policy (will ID everyone), and her plans for brown-bagging (will allow beer and wine). Ms. Ramirez was told about her parking lot responsibilities and to call the police if needed for problems.

Having no further discussions, Secretary Bailey moved, seconded by Mr. Colverson, to approve the beer permit and manager applications – subject to passing the life safety inspection – and the motion carried unanimously.

**Application No. 1470**

**Weigel's**

**Kenneth McMullen, President**

**Mark Murphy, Manager**

**417 S. Illinois Avenue**

**Class "B" Permit**

Mr. McMullen and Mr. Murphy were present to discuss their respective applications. This business is not yet under construction; therefore, the life safety inspection is not yet scheduled.

Having no issues with Weigel's locations in the past and Mr. McMullen's reminder that Weigel's has in-house training through TIPS and Ask, Chairman Tedford moved, seconded by Ms. Scott, to approve the beer permit application and manager application – subject to passing the life safety inspection upon construction – and the motion carried unanimously.

**Application No. 1471**

**J & C Market**

**Chintan G. Patel and Falguni Patel, Owner/Managers**

**99 E Tennessee Avenue**

**Class "B" Permit**

Mr. and Ms. Patel were both present to discuss their applications. Ms. Dunn stated the life safety inspection was not yet scheduled, but should be done within a week.

The Board reminded Mr. and Ms. Patel of the parking lot responsibilities, and paying particular attention on Friday nights. Mr. Patel asked if he could re-open the drive-through window provided he did not sell beer through it, and the Board stated he could. Having no issues with these owners at their other location, Secretary Mr. Bailey moved, seconded by Mr. Colverson, to approve the beer permit and manager application and the motion carried unanimously.

**NEW MANAGER APPROVAL APPLICATIONS**

**Matthew Morrison**

**Ruby Tuesday**

**375 S. Illinois Avenue**

Mr. Morrison was present to discuss his application. The Board noted how quickly the application was submitted from the time the previous manager left employment. Mr. Morrison demonstrated his knowledge of the beer ordinances at the meeting and discussed a concern he had, which he was directed by the Board to call the police when that situation arises in the future.

Secretary Bailey moved, seconded by Mr. Colverson, to approve the manager application and the motion carried 5-1, with Ms. Heck voting against.

**NEW / OLD BUSINESS**

**Rules and Procedures**

Chairman Tedford asked if everyone had reviewed the Board's rules and Council's rules. Chairman Tedford stated he did not anticipate problems in the future but that he could give an introductory statement at the beginning of the meetings on procedure if needed.

**Elections**

Ms. Dunn reminded the Board that elections take place on December 17, 2012 at a special City Council meeting.

**ADJOURNMENT**

The meeting adjourned at 12:55 p.m. upon motion of Chairman Tedford, seconded by Secretary Bailey, and unanimous approval.

Respectfully submitted,

---

Barton Bailey, Secretary

LEGAL DEPARTMENT MEMORANDUM  
12-69

DATE: December 19, 2012  
TO: Chairman and Members of the Oak Ridge Beer Permit Board  
FROM: Tammy M. Dunn, Senior Staff Attorney / Beer Board Staff Liaison  
SUBJECT: UPDATED BEER PERMIT APPLICATIONS AND MANAGER APPROVAL FORMS

Background

In order to process criminal background investigations for beer permit applicants and manager approval applicants, certain personal and private information must be obtained from the applicant such as a social security number. In order to protect an applicant's privacy and to lessen the chance of an inadvertent disclosure of confidential information, the Legal Department has worked on revisions to the permanent beer permit application, the special event beer permit application, and the manager approval application forms to confine all confidential information to a separate page within the application form that can be removed (redacted) from public disclosure. This would eliminate the need for redaction throughout the application forms and would simply result in this page not being publicly distributed. This project has been previously discussed with the Oak Ridge Beer Permit Board at prior meetings and is now ready for the Board's review and approval.

Beer Permit/Manager Application Forms – Generally

The Beer Board currently utilizes three application forms: (1) permanent beer permit application, (2) special event beer permit application, and (3) manager approval application. These forms were last updated in 2006. In an effort to revise the forms, the Legal Department reviewed the City Code, State law, and other Tennessee municipalities' application forms.

The revised forms are attached to this memorandum. As you can see, each revised application contains all information needed for the background investigation on one page. This page will be used by the Legal Department to process the background investigation and it would not be included in the Board's agenda packet nor would it be given to anyone seeking a public records request for the application. This will greatly assist the Legal Department's efforts to maintain confidentiality of the applicant's personal information thereby protecting the applicant's "identity information" and reducing the City's potential liability for inadvertent disclosure.

At the end of each revised form there is an additional page that is not part of the application form (and therefore will not be distributed to the applicant or included in the Board's agenda packet). This is the document the Board's Secretary will sign as the Board's official action for approval or denial of the beer permit or manager approval.

Beer Permit/Manager Application Forms – Specific Changes

Attached are the revised application forms for permanent beer permits, special event beer permits, and manager approvals which achieve the Legal Department's goal. The changes are outlined below:

*Permanent Beer Permit*

- Removed the “receipt number” line.
- Removed the “official use only” section.
- Added a section to know why the application is being made – new permit, change in business name, etc.
- Reorganized the application so the business information is first, therefore easier to see.
- Added language from State law about name changes and address changes to better inform the applicant that those changes invalidate the beer permit.
- Added a section for the applicant to list prior experience with beer/alcohol sales.
- Moved all confidential, personal information to a single page.
- Added a section for a description of the business type – bar, restaurant, convenience store, etc.
- Added a requirement for the property owner to give written permission for beer to be served/sold on the premises – This is for compliance with City Code §8-703(6).
- Changed ownership percentage from ten (10%) to five (5%) for State law compliance – Tennessee Code Annotated 57-5-105
- Eliminated the section on machines – The Board does not seem to consider this information and space was needed.
- Added a section to indicate the nearest church and school – This is in reference to City Code §8-705 and it is a question the Legal Department has been receiving often in recent months.
- Added a section for an explanation of what steps will be taken to prevent sales to persons under twenty-one (21) years of age.
- Added a notation about sales tax in compliance with Tennessee Code Annotated §57-5-103(d)
- Incorporated the questions on gambling, intoxication, minors, and compliance with the laws into the affirmations section. Additionally, changed the reference to “minors” to “persons under the age of twenty-one” for clarification.
- Added an affirmation regarding zoning compliance.
- Due to space constraints, the “approval/denial” section was removed from the application and is now on a separate sheet that also incorporates the common conditions so they can be easily checked.

*Special Event Beer Permit*

- Removed the “receipt number” line.
- Removed the instructions from the top of the application.
- Removed the “official use only” section.
- Combined the question on where beer will be consumed into the question on where beer will be sold.
- Added a section for the applicant to list prior experience with beer/alcohol sales.
- Added the information about property owner’s permission for beer sales (City Code §8-703(6)).
- Added a section to indicate the nearest church and school – This is in reference to City Code §8-705 and it is a question the Legal Department has been receiving often in recent months.
- Added a section for an explanation of what steps will be taken to prevent sales to persons under twenty-one (21) years of age.
- Added a section for explanation of any exceptions requested from the Board’s Control Measures.
- Moved all confidential, personal information to a single page.

- Removed the section regarding communication from the City/Board – That was more for privilege tax notices which are not needed for special events.
- Eliminated the section on machines – The Board does not seem to consider this information and space was needed.
- Incorporated the questions on gambling, intoxication, minors, and compliance with the laws into the affirmations section. Additionally, changed the reference to “minors” to “persons under the age of twenty-one” for clarification.
- Due to space constraints, the “approval/denial” section was removed from the application and is now on a separate sheet that also incorporates the common conditions so they can be easily checked.

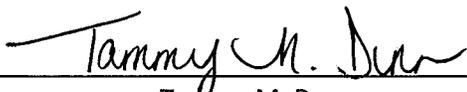
#### *Manager Approval Application*

- Removed the “received” line.
- Rearranged the business name and address to be first, then the name of the manager.
- Added a section on whether this manager is additional or a replacement manager to the one already on file.
- Added a section for explanation of prior experience selling/serving beer/alcohol.
- Moved all confidential, personal information to a single page.
- Added a section for an explanation of what steps will be taken to prevent sales to persons under twenty-one (21) years of age.
- Added some additional affirmations.
- Due to space constraints, the “approval/denial” section was removed from the application and is now on a separate sheet that also incorporates the common condition so it can be easily checked.

The line spacing on all forms was also adjusted to provide for more writing space for applicants, which should result in information that is easier to see and read.

#### Recommendation/Request

City Code §8-703(1) requires all applications for a beer permit to be on a form prescribed by the Board and approved by the City’s Legal Department. The Legal Department has approved the attached application forms and requests approval by the Board to begin using the new forms. Once approved, the new forms will be distributed in the Legal Department to applicants and will also be available online.

  
\_\_\_\_\_  
Tammy M. Dunn

Attachments: Permanent Beer Permit Application Form  
Special Event Beer Permit Application Form  
Manager Approval Application Form

**CITY OF OAK RIDGE, TENNESSEE  
APPLICATION FOR BEER PERMIT**

Application for (check all that apply):

- \_\_\_\_\_ manufacturer (Class A Permit)
- \_\_\_\_\_ hotel or club (Class D Permit)
- \_\_\_\_\_ on-premises consumption (Class C Permit)
- \_\_\_\_\_ off-premises consumption (Class B Permit)

I hereby, as an owner or agent/representative of the business, make application to the Oak Ridge Beer Permit Board for a beer permit pursuant to the Oak Ridge City Code and Tennessee law. This application is based upon the following information:

1. Request is made for (check all that apply):
  - \_\_\_\_\_ new beer permit
  - \_\_\_\_\_ existing permit–name change
  - \_\_\_\_\_ existing permit–change location
  - \_\_\_\_\_ existing permit–ownership change
  - \_\_\_\_\_ existing permit–additional permit type

2. Name under which business will operate: \_\_\_\_\_

By Tennessee Code Annotated §57-5-103(a)(3)(C), a beer permit is only valid for the business operating under the name identified on the permit. A change in name will automatically invalidate the beer permit and a new permit must be obtained to continue to sell/serve beer. There is no grace period or holdover period for selling beer during this time.

3. Street address where business will operate: \_\_\_\_\_

By Tennessee Code Annotated §57-5-103(a)(3)(B), a beer permit is only valid for a single location and cannot be transferred to a new location. A permit is valid for all decks, patios, and other outdoor serving areas that are contiguous to the exterior of the building in which the business is located and that are operated by the business. A change in location will invalidate the beer permit and a new permit must be obtained to continue to sell/serve beer. There is no grace period or holdover period for selling beer during this time.

4. Business Telephone Number: \_\_\_\_\_

5. Full Name of Applicant (Owner or Owner’s Agent/Representative): \_\_\_\_\_

6. Applicant’s prior experience selling/serving beer or other alcoholic beverage:  
\_\_\_\_\_  
\_\_\_\_\_

7. Type of business entity:  
Individual \_\_\_\_\_ Corporation \_\_\_\_\_ L.L.C. \_\_\_\_\_ Joint-stock Company \_\_\_\_\_  
Partnership \_\_\_\_\_ Other \_\_\_\_\_

8. Full name of the person to be the on-premise manager responsible for the direct daily operations of the business:  
\_\_\_\_\_

9. Name and mailing address of person to receive communication from the City and/or Beer Board (ex. annual privilege tax notices) as well as said person’s relationship to the business:  
\_\_\_\_\_

10. Describe the nature of the business (ex. restaurant, bar, tavern, club, convenience store, etc.)  
\_\_\_\_\_

11. Description of the business's footprint and parking areas available to/for the use of the business (attach drawing if available):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Name, mailing address and telephone number of the property owner, if other than the business owner:  
\_\_\_\_\_

NOTE: If the business owner is different from the property owner, you must submit a signed and notarized written statement from the property owner giving the applicant/business permission to sell or serve beer on the premises. Include this statement with the application.

13. Has any owner (having at least a five percent (5%) ownership interest) ever had a liquor license or beer permit suspended, revoked or denied? \_\_\_\_\_  
If yes, where and under what business name? \_\_\_\_\_  
\_\_\_\_\_

14. Has any owner (having at least a five percent (5%) ownership interest) or any person to be employed in the distribution or sale of beer been convicted of violating any law against possession, sale, manufacture or transportation of beer or intoxicating liquor, drugs, or narcotics or of a crime involving moral turpitude within the last ten (10) years? \_\_\_\_\_  
If so, give particulars of each charge, court and date convicted.  
\_\_\_\_\_  
\_\_\_\_\_

15. Does any owner have a business or personal relationship with any person who previously held a beer permit for this location, or with any person or entity who owned any portion of a business which previously held a beer permit at this location? \_\_\_\_\_  
If yes, explain: \_\_\_\_\_

16. Name and address of the nearest church and school. By City Code §8-705, the Beer Board shall not approve a beer permit where, in the opinion of the board, such sale would interfere with schools, churches or other places of public gathering.  
\_\_\_\_\_

17. Describe steps which will be taken to prevent the sale of beer to those under twenty-one (21):  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE: In accordance with Tennessee Code Annotated §57-5-103(d), all beer permit holders must provide documentation that they are duly registered for sales tax purposes. A copy of the sales tax registration certificate must be submitted with this application or within ten (10) days after being issued a beer permit.**

**INFORMATION REQUIRED FOR BACKGROUND INVESTIGATION**

In accordance with City Code, the criminal background of all beer permit applicants (owners and managers) will be investigated by the City of Oak Ridge, Tennessee. The following information is required to complete said background investigation(s). Any information that is confidential by Tennessee law will not be disclosed to the public in the event of a public records request for the beer permit application.

**Business Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**Tennessee Sales Tax Number:** \_\_\_\_\_

Please complete the information below for all owners of the above-named business. An owner is defined as all persons, firms, corporations, joint-stock companies and/or associations having at least a five percent (5%) ownership interest in the business. Copy this page and submit multiple sheets if necessary.

**Full Name** \_\_\_\_\_

Date of Birth \_\_\_\_\_

Home Address \_\_\_\_\_

Sex \_\_\_\_\_

Race \_\_\_\_\_

Previous Addresses (within the last ten years):

\_\_\_\_\_

Ownership Interest \_\_\_\_%

Social Security Number \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_

**Full Name** \_\_\_\_\_

Date of Birth \_\_\_\_\_

Home Address \_\_\_\_\_

Sex \_\_\_\_\_

Race \_\_\_\_\_

Previous Addresses (within the last ten years):

\_\_\_\_\_

Ownership Interest \_\_\_\_%

Social Security Number \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_

**Full Name** \_\_\_\_\_

Date of Birth \_\_\_\_\_

Home Address \_\_\_\_\_

Sex \_\_\_\_\_

Race \_\_\_\_\_

Previous Addresses (within the last ten years):

\_\_\_\_\_

Ownership Interest \_\_\_\_%

Social Security Number \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_

Applicant hereby solemnly swears or affirms the following:

- Every statement in this application is true and correct, and if any statement therein is false, the permit issued thereto may be revoked by the Beer Board, after notice of a hearing, in which event the burden shall be on the applicant to prove the correctness of all statements in the application.
- The owner(s) is(are) of good moral character and has/have sufficient legal interest in a suitable location as would entitle him/her/them to conduct the sale of beer.
- The City has my full authorization and release to obtain all relevant information to investigate and determine my character, qualifications, and suitability for the issuance of a beer permit.
- Neither myself nor any owner or manager has been convicted of driving under the influence within the past ten (10) years.
- Unlawful gambling and gaming devices will not be allowed in the business.
- Beer will not be sold or served to a person who appears to be intoxicated.
- Beer will not be sold or served to a person under the age of twenty-one (21).
- Persons under the age of twenty-one (21) will not be allowed to consume beer or other alcoholic beverage, nor will they be allowed to loiter on the premises.
- Persons under the age of twenty-one (21) will not be directly employed in the sale/distribution of beer.
- All laws, ordinances, rules, and regulations governing the sale or distribution of beer will be observed and complied with, and all employees will be trained accordingly.
- Clean, sanitary facilities will be provided.
- The business will be conducted in an orderly, peaceable and lawful manner and no loud or obnoxious noises will be allowed.
- No beer or other alcoholic beverages will be sold or consumed on the premises except during lawful hours as set by city ordinance.
- The business is authorized to do business within the City of Oak Ridge and the State of Tennessee.
- Should any manager cease to act in such capacity, this fact shall be reported to the City's Legal Department at 425-3530 within five (5) days.
- Should any ownership change, this fact shall be reported to the City's Legal Department at 425-3530 within one (1) business day, and the beer permit shall be returned to the City.
- The City Manager (through the Oak Ridge Police Department) has full power, including right of entry, to enforce the beer ordinances and to inspect and investigate any reported or alleged violations without the necessity of a search warrant.
- The beer permit, once obtained, shall at all times be posted in a conspicuous place within the establishment that is easily seen by patrons.
- The beer permit may be revoked or suspended, after notice and a hearing by the Board, for any violations of the above statements, for any misinformation or omission contained within this application, for any violation of the Code of Ordinances, Title 8, Chapters 6-8, or for any violations of State law relating to beer, alcohol or crimes of moral turpitude.
- The applicant has ensured the business is in compliance with all zoning requirements for this location.

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

This the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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

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

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

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

For official use by the City/Oak Ridge Beer Permit Board:

---

---

Business Name: \_\_\_\_\_

Business Location: \_\_\_\_\_

Application/Permit Number: \_\_\_\_\_

---

---

Advertised \_\_\_\_\_

Approved: Yes \_\_\_\_\_ No \_\_\_\_\_

Hearing Date \_\_\_\_\_

Conditioned upon:

\_\_\_\_\_ Nothing

\_\_\_\_\_ Passing the Life Safety Inspection

\_\_\_\_\_ Completed background investigation

\_\_\_\_\_ Proof of sale of business

---

Signature of Beer Permit Board Secretary

**CITY OF OAK RIDGE, TENNESSEE  
APPLICATION FOR SPECIAL EVENT (CLASS E) BEER PERMIT**

I hereby, as an owner or agent/representative of the organization, make application to the Oak Ridge Beer Permit Board for a special event beer permit pursuant to the Oak Ridge City Code and Tennessee law. This application is based upon the following information:

1. Name of Organization: \_\_\_\_\_

2. Type of Organization (check one):

\_\_\_\_\_ Bonafide charitable organization recognized under Section 501(c) of the Internal Revenue Code

\_\_\_\_\_ Bonafide non-profit organization recognized under Section 501(c) of the Internal Revenue Code

\_\_\_\_\_ Bonafide political organization recognized under Tennessee Code Annotated §2-10-101(a) (political campaign committee) or §2-13-101 (political party)

3. General Information – Organization:

Address of Organization \_\_\_\_\_ Telephone Number \_\_\_\_\_

Type of Event \_\_\_\_\_

Date(s) of Event \_\_\_\_\_

Time(s) of Event\* \_\_\_\_\_

Dates of previous events held within the City of Oak Ridge under a Class E Permit within the past twelve (12) months:

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

Time during which applicant desires to sell/distribute beer: \_\_\_\_\_

\_\_\_\_\_

Specific location where beer will be sold/distributed and consumed: \_\_\_\_\_

\_\_\_\_\_

4. Full Name of Individual Responsible for Supervising the Sale/Distribution of Beer During Event:

\_\_\_\_\_

5. Individual's prior experience selling/serving beer or other alcoholic beverage:

\_\_\_\_\_

\_\_\_\_\_

\* Time cannot exceed seventy-two (72) hours

6. Name, mailing address and telephone number of the property owner, if other than the business owner:

---

NOTE: If the organization is not the property owner, you must submit a signed and notarized written statement from the property owner giving the organization permission to sell or serve beer on the premises for the event. Include this statement with the application.

If the property owner is the City of Oak Ridge, the written statement is not required; however, prior permission for the event and beer sales/distribution is required before beer can be served regardless of whether a beer permit is obtained. Additionally, the City requires a \$1,000,000 alcohol liability insurance policy naming the City as an additional insured for the event.

7. Has the organization or the individual responsible for supervising beer during the event ever had a liquor license or beer permit suspended, revoked or denied? \_\_\_\_\_

If yes, where and under what business name? \_\_\_\_\_

---

8. Has the organization or the individual responsible for supervising beer during the event been convicted of violating any law against possession, sale, manufacture or transportation of beer or intoxicating liquor, drugs, or narcotics or of a crime involving moral turpitude within the last ten (10) years? \_\_\_\_\_

If so, give particulars of each charge, court and date convicted.

---

---

9. Name and address of the nearest church and school. By City Code §8-705, the Beer Board shall not approve a beer permit where, in the opinion of the board, such sale would interfere with schools, churches or other places of public gathering.

Church: \_\_\_\_\_

School: \_\_\_\_\_

10. Describe steps which will be taken to prevent the sale of beer to persons under twenty-one (21):

---

---

---

11. Are you requesting any exceptions to the Required Control Measures for Special Occasion Beer Permits as approved by the Oak Ridge Beer Permit Board? If so, please explain:

---

---

---

---

## INFORMATION REQUIRED FOR BACKGROUND INVESTIGATION

In accordance with City Code, the criminal background of all beer permit applicants will be investigated by the City of Oak Ridge, Tennessee. For special event beer permits, the background of the individual(s) responsible for supervising the sale/distribution of beer during the event will be checked. The following information is required to complete said background investigation(s). Any information that is confidential by Tennessee law will not be disclosed to the public in the event of a public records request for the beer permit application.

**Organization Name:** \_\_\_\_\_

**Organization Address:** \_\_\_\_\_

Only one individual must be named to be responsible for the supervision of beer sales/distribution during the event. However, the organization may submit an additional individual as an assistant supervisor if desired.

**Supervisor:**

Full Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Home Address \_\_\_\_\_

Sex \_\_\_\_\_

\_\_\_\_\_

Race \_\_\_\_\_

Previous Addresses (within the last ten years):

\_\_\_\_\_

\_\_\_\_\_

Social Security Number \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_

**Assistant Supervisor:**

Full Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Home Address \_\_\_\_\_

Sex \_\_\_\_\_

\_\_\_\_\_

Race \_\_\_\_\_

Previous Addresses (within the last ten years):

\_\_\_\_\_

\_\_\_\_\_

Social Security Number \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_

Applicant hereby solemnly swears or affirms the following:

- Every statement in this application is true and correct, and if any statement therein is false, the permit issued thereto may be revoked by the Beer Board, after notice of a hearing, in which event the burden shall be on the applicant to prove the correctness of all statements in the application.
- The applicant is of good moral character and has sufficient legal interest in a suitable location as would entitle him/her/them to conduct the sale of beer.
- The City has my full authorization and release to obtain all relevant information to investigate and determine my character, qualifications, and suitability for the issuance of a beer permit.
- Neither myself nor any official of the organization has been convicted of driving under the influence within the past ten (10) years.
- Unlawful gambling and gaming devices will not be allowed during the event.
- Beer will not be sold or served to a person who appears to be intoxicated.
- Beer will not be sold or served to a person under the age of twenty-one (21).
- Persons under the age of twenty-one (21) will not be allowed to consume beer or other alcoholic beverage, nor will they be allowed to loiter on the premises.
- Persons under the age of twenty-one (21) will not be directly employed in the sale/distribution of beer.
- All laws, ordinances, rules, and regulations governing the sale or distribution of beer will be observed and complied with, and all employees will be trained accordingly.
- Clean, sanitary facilities will be provided.
- The event will be conducted in an orderly, peaceable and lawful manner and no loud or obnoxious noises will be allowed.
- No beer or other alcoholic beverages will be sold or consumed on the premises except during lawful hours as set by city ordinance.
- The business is authorized to do business within the City of Oak Ridge and the State of Tennessee.
- Should any change occur in this application prior to the expiration of the Class E Permit, the City's Legal Department will be notified at 425-3530 as soon as possible.
- The City Manager (through the Oak Ridge Police Department) has full power, including right of entry, to enforce the beer ordinances and to inspect and investigate any reported or alleged violations without the necessity of a search warrant.
- The beer permit, once obtained, shall at all times be posted in a conspicuous place at the event that is easily seen by patrons, if available, and if not it shall be on site for inspection.
- The beer permit may be revoked or suspended, after notice and a hearing by the Board, for any violations of the above statements, for any misinformation or omission contained within this application, for any violation of the Code of Ordinances, Title 8, Chapters 6-8, or for any violations of State law relating to beer, alcohol or crimes of moral turpitude.
- The applicant has ensured the business is in compliance with all zoning requirements for the event location.

I hereby release, absolve and hold harmless the City of Oak Ridge, the Oak Ridge Beer Permit Board, the Oak Ridge Police Department, its employees, agents and representatives (hereinafter the "City") from any and all liability of whatever type for any damages, causes of action, personal property injuries which may result as a consequence of my application for a beer permit, background investigation, release of documents or other matters related to my application. I hereby waive all possible liability of the City as stated above.

This the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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

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

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

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

**For official use by the City/Oak Ridge Beer Permit Board:**

---

---

**Business Name:** \_\_\_\_\_

**Business Location:** \_\_\_\_\_

**Application/Permit Number:** \_\_\_\_\_

---

---

**Advertised** \_\_\_\_\_

**Approved: Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**Hearing Date** \_\_\_\_\_

**Conditioned upon:**

- \_\_\_\_\_ **Nothing**
- \_\_\_\_\_ **Passing the Life Safety Inspection**
- \_\_\_\_\_ **Completed background investigation**

---

**Signature of Beer Permit Board Secretary**

**CITY OF OAK RIDGE, TENNESSEE  
APPLICATION FOR APPROVAL AS MANAGER**

---

---

I hereby make application to the Oak Ridge Beer Permit Board for approval as Manager pursuant to the Oak Ridge City Code. This application is based upon the following information:

1. Business Name \_\_\_\_\_  
Business Address \_\_\_\_\_
  
2. Manager's Full Name \_\_\_\_\_
  
3. Request is made as (check which applies):  
Additional Manager \_\_\_\_\_ Replacement of Prior Manager \_\_\_\_\_
  
4. Manager's prior experience selling/serving beer or other alcoholic beverage:  
\_\_\_\_\_  
\_\_\_\_\_
  
5. Manager's Work History:  
How long have you been employed at the business? \_\_\_\_\_  
Date you became Manager: \_\_\_\_\_  
Name of Previous Manager: \_\_\_\_\_ Date left: \_\_\_\_\_  
Previous Employment for the past ten (10) years (name of business, address, length of employment, position held). Attach additional sheets if necessary):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
6. Beer Permit History:  
Have you ever been employed at an establishment with a beer permit? \_\_\_\_\_  
If so, where and when: \_\_\_\_\_  
Have you ever been a manager of an establishment with a beer permit? \_\_\_\_\_  
Have you ever had a beer permit refused, suspended or revoked? \_\_\_\_\_  
If so, where and when: \_\_\_\_\_
  
7. Manager's Criminal History:  
Have you ever been convicted of any violation of federal laws, state statutes, or city ordinances involving the possession, sale, manufacture or transportation of intoxicating liquors, drugs or narcotics, or of a crime of moral turpitude with the past ten years? \_\_\_\_\_  
If so, provide details of the offense and when you were convicted:  
\_\_\_\_\_  
\_\_\_\_\_
  
8. Describe steps which will be taken to prevent the sale of beer to persons under twenty-one (21):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INFORMATION REQUIRED FOR BACKGROUND INVESTIGATION**

In accordance with City Code, the criminal background the manager(s) will be investigated by the City of Oak Ridge, Tennessee. The following information is required to complete said background investigation(s). Any information that is confidential by Tennessee law will not be disclosed to the public in the event of a public records request for the beer permit application.

**Business Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

Please complete the information below.

**Full Name** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

**Home Address** \_\_\_\_\_

**Sex** \_\_\_\_\_

\_\_\_\_\_

**Race** \_\_\_\_\_

**Previous Addresses (within the last ten years):**

\_\_\_\_\_

\_\_\_\_\_

**Social Security Number** \_\_\_\_\_

**Driver's License Number** \_\_\_\_\_ **State** \_\_\_\_\_

**Telephone Number(s)** \_\_\_\_\_

Applicant hereby solemnly swears or affirms the following:

- Every statement in this application is true and correct, and if any statement therein is false, the permit issued thereto may be revoked by the Beer Board, after notice of a hearing, in which event the burden shall be on the applicant to prove the correctness of all statements in the application.
- I am of good moral character and as manager of the business am able to conduct the sale of beer.
- The City has my full authorization and release to obtain all relevant information to investigate and determine my character, qualifications, and suitability for the issuance of a beer permit.
- I have not been convicted of driving under the influence within the past ten (10) years. (Not applicable if manager also possesses a current server permit from the Tennessee Alcoholic Beverage Commission)
- Unlawful gambling and gaming devices will not be allowed in the business.
- Beer will not be sold or served to a person who appears to be intoxicated.
- Beer will not be sold or served to a person under the age of twenty-one (21).
- Persons under the age of twenty-one (21) will not be allowed to consume beer or other alcoholic beverage, nor will they be allowed to loiter on the premises.
- Persons under the age of twenty-one (21) will not be directly employed in the sale/distribution of beer.
- All laws, ordinances, rules, and regulations governing the sale or distribution of beer will be observed and complied with, and all employees will be trained accordingly.
- The business will be conducted in an orderly, peaceable and lawful manner and no loud or obnoxious noises will be allowed.
- No beer or other alcoholic beverages will be sold or consumed on the premises except during lawful hours as set by city ordinance.
- Should I cease to act as manager, this fact shall be reported to the City's Legal Department at 425-3530 within five (5) days.
- The City Manager (through the Oak Ridge Police Department) has full power, including right of entry, to enforce the beer ordinances and to inspect and investigate any reported or alleged violations without the necessity of a search warrant.
- My manager approval may be revoked or suspended, after notice and a hearing by the Board, for any violations of the above statements, for any misinformation or omission contained within this application, for any violation of the Code of Ordinances, Title 8, Chapters 6-8, or for any violations of State law relating to beer, alcohol or crimes of moral turpitude.

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

This the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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

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

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

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

For official use by the City/Oak Ridge Beer Permit Board:

---

---

**Business Name:** \_\_\_\_\_

**Business Location:** \_\_\_\_\_

**Manager's Name:** \_\_\_\_\_

---

---

**Advertised** \_\_\_\_\_

**Approved: Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**Hearing Date** \_\_\_\_\_

**Conditioned upon:**

\_\_\_\_\_ **Nothing**

\_\_\_\_\_ **Completed background investigation**

---

**Signature of Beer Permit Board Secretary**

Date: January 2, 2013

To: Chairman and Members of the Oak Ridge Beer Permit Board

From: Legal Department

Re: SPIRITS Responsible Vendor Program

Mrs. Nancy Zamora, of the SPIRITS Program, has submitted the attached information to the Legal Department and has requested it to be distributed to the members of the Board. Mrs. Zamora is trying to provide information on the program to all city and county beer boards in Tennessee and she has asked for time to speak before the Board to make a brief presentation on the program.

Mrs. Zamora will be present at the February 11, 2013 meeting to give her presentation. She will bring the SPIRITS Responsible Vendor manuals and State Vendor and Clerk Applications to the meeting. She stated that her previous discussions with beer boards has been informal, though she does have a more formal Power Point presentation should the Board desire more information in the future. She will be available to answer any questions you may have about the program.

Attachments: SPIRITS THE PROGRAM

State of Tennessee Alcoholic Beverage Commission Declaration of Citizenship Form

# SPIRITS THE PROGRAM

Classes For Liquor By The Drink Server Permit

Classes For Responsible Vendor Beer Sales

[www.thespiritsprogram.com](http://www.thespiritsprogram.com) [www.tnserverpermits.com](http://www.tnserverpermits.com)

Dr. John Zamora and Mrs. Nancy Zamora

109 Brink Bend Court

Murfreesboro, TN 37130

615-890-9107 -office    615-751-0292-fax    e-mail: [jzamora6@bellsouth.net](mailto:jzamora6@bellsouth.net)

615-974-1887-Nancy cell    615-975-2865- John cell

December 30, 2012

We are The SPIRITS Program, a Tennessee Alcoholic Beverage Commission licensed Server Permit and Responsible Vendor Program. We would like to provide you with some information regarding the **Responsible Vendor Program** for beer vendors. While the Responsible Vendor Program in Tennessee presently is strictly voluntary, in the foreseeable future the Tennessee State Legislature is expected to pass a resolution that will require all beer vendors—any store that sells beer—to be certified as a Responsible Vendor. Simply put this means that each retailer will have to have their clerks/servers attend a Responsible Vendor class and pass an exam in order to be Responsible Vendor certified.

**Vendors who are NOT Responsible Vendor certified face stringent civil penalties if a clerk is guilty of a sale to a minor:**

- Suspension or revocation of license
- A fine of up to \$2,500.00

**There are advantages to having your employees Responsible Vendor certified sooner rather than later.** Vendors who **ARE** Responsible Vendor Certified will **not** be subject to the stringent penalties that would otherwise apply:

- Participating vendors will not have their beer permit revoked for the initial (first) offence
- A reduced fine of \$1,000.00 (based on jurisdiction)

**A SPIRITS Responsible Vendor trained staff will be a boon to your business and community.** By certifying your clerks and employees:

- You will help assure that your business will have less lost time and money due to fines.
- An educated staff will reduce the chance that beer will be sold to a minor or intoxicated person.
- In the event that you have a infraction, the resulting fine will be less
- Your license will not be revoked for the initial (first) offence.

The SPIRITS Responsible Vendor Program is cost effective. We offer classroom instruction either at your facility or at an alternate location and an on-line version is coming soon. We offer a full service class—we make it easy for you to certify your employees. We don't just teach the class; we assist you in completing the state paperwork. Be pro-active. Certify your employees today. We can be reached at the contacts listed above.

Sincerely,

The SPIRITS Program  
Dr. John and Mrs. Nancy Zamora, Owners and Trainers

Attachments

**Of course, the first thing you will need to do is book a date and time for your Responsible Vendor Class!!** In order to expedite paperwork and to insure that all the correct information is supplied to the TABC we are providing you with a list of the REQUIRED information. **ALL THE FOLLOWING INFORMATION IS MANDATORY; ANY INFORMATION NOT PROVIDED WILL RESULT IN A DELAY OF CERTIFICATION.** THE TABC WILL NOT ISSUE ANY CERTIFICATIONS UNLESS THEY HAVE ALL THIS INFORMATION.

**If you provide this information in advance to The SPIRITS Program we can have most of the application(s) completed when we arrive to train the Responsible Vendor Class for you.**

A. INFORMATION NEEDED FOR THE TENNESSEE ALCOHOLIC BEVERAGE COMMISSION RESPONSIBLE VENDOR APPLICATION. **ALL THIS INFORMATION HAS TO BE SUBMITTED IN ITS ENTIRETY. AN APPLICATION SUBMITTED WITH PARTIAL INFORMATION WILL NOT BE PROCESSED.**

1. Charter/Qualification Date or Certificate of Authority- this is issued by the State of Tennessee Secretary of State Division of Business Services, Nashville, Tn. **THIS IS NOT YOUR BUSINESS LISENCE ISSUED BY LOCAL GOVERNMENT.**
2. Name, address, City, state, county zip code, telephone number of the **owner/corporation.**
3. Business name of **Vendor** including address, city, state, county zip code, telephone number, EIN/SSN, e-mail address and website. Also name and job title of representative (contact person) from vendor who will sign application.
4. What entity holds the beer permit (name)?
5. Beer Permit Number or Copy of Beer Permit and DATE Issued.
6. Name of Beer Board Issuing permit.
7. Total number of employees directly or indirectly involved with the sale of beer. (Attach Clerk List).
8. Name of Responsible Vendor Training Program used.
9. List all Managers and Assistant Managers.
10. Has applicant or any person employed by applicant ever been convicted of any criminal offense other than minor traffic violations? If yes, provide the name, date, charge and disposition. **USE ADDTIIONAL SHEETS IF NECESSARY.**
11. Has applicant or any person employed by applicant ever been convicted of any violation of law against possessing, selling, manufacturing, transporting, or otherwise dispensing of alcoholic beverages? If yes, provide the name, date, charge and disposition. **USE ADDTIIONAL SHEETS IF NECESSARY.**

12. For purposes of Title VI reporting, please indicate the Race of Applicant. (If applicant is comprised of multiple people, please specify racial breakdown or indicate that applicant is a publicly traded entity.)

**B. INFORMATION NEEDED FOR TABC CLERK LIST. THE FOLLOWING INFORMATION IS NEEDED IN ITS ENTIRETY FOR EACH CLERK. THE APPLICATION WILL NOT BE PROCESSED AND CERTIFICATIONS WILL NOT BE ISSUED IF PARTIAL INFORMATION IS SUBMITTED.**

a. Vendor Name and Vendor Business Name, street address, city, state, zip code, county, telephone number, and certification number.

**b. FOR EACH CLERK:**

- a. Name of clerk
- b. Date of birth
- c. SSN/Visa number
- d. Drivers License number
- e. Street address, city, state, zip code and county
- f. Telephone number and alternate telephone number
- g. Name of Training program
- h. Date hired
- i. Certification date
- j. Employment end date and gender and race

**C. Information needed for the Declaration of Citizenship. The Tennessee General Assembly passed a law that requires everyone who is applying for a permit or license to complete the Declaration of Citizenship and provide the required documentation to prove that they are 1) a citizen of the United States or 2) in the United States legally. The requirements are document specific for citizens and non-citizens. We are attaching a copy of the Declaration of Citizenship. (This would NOT apply to clerks, but to the owner/proprietor of the establishment.)**

**HOW TO CALCULATE TENNESSEE ALCOHOLIC BEVERAGE COMMISSION FEES**

As of now, the TABC has a sliding scale **FIXED APPLICATION FEE** that is as follows:

0-15 clerks	\$25.00
16-49 clerks	\$75.00
50-100 clerks	\$150.00
Over 100 clerks	\$250.00

**CERTIFICATIONS ARE VALID FOR ONE YEAR, TO BE RENEWED ANNUALLY.**

**HOW TO CALCULATE SPIRITS PROGRAM RESPONSIBLE VENDOR FEES**

Class fee per clerk	\$30.00
Administrative Fee (for teaching class and paperwork):	
1-15 clerks	\$50.00
16-49 clerks	\$100.00
50 plus clerks	To Be Determined

**EXAMPLE OF HOW TO CALCULATE THE CLASS FEE:**

Let's say that you own a convenience store that sells off-premise beer and have 8 employees that need to be Responsible Vendor certified. The fee would be as follows:

TABC Application Fee (for 8 employees)	\$25.00
SPIRITS Fee for Class for 8 clerks @ \$30.00 per clerk	\$240.00
SPIRITS Administrative Fee	<u>\$50.00</u>
Total Fee:	\$315.00

We are available to discuss the Responsible Vendor Program and answer any questions you may have. It will be our focus to assist you in getting your clerks certified with a minimum amount of frustration and streamline the process for you.

Sincerely,

Dr. John and Mrs. Nancy Zamora  
The SPIRITS Program



- \_\_\_\_\_ Foreign nationals not present in the United States seeking the issuance or renewal of a professional license.
- \_\_\_\_\_ Asylees who meet the qualifications set out in 8 U.S.C. 1158
- \_\_\_\_\_ Refugees who meet the qualifications set out in 8 U.S.C. 1157
- \_\_\_\_\_ Persons who have been "paroled into the United States," under 8 U.S.C. 1182(d)(5) or whose deportation has been withheld under 8 U.S.C. 1253.
- \_\_\_\_\_ Cuban or Haitian entrants as defined by section 501(e) of the Refugee Education Assistance Act of 1980
- \_\_\_\_\_ Persons granted conditional entry into the U.S. under 8 U.S.C. 1153(a)(7) before April 1, 1980, because of persecution or fear of persecution on account of race, religion, or political opinion or because of being uprooted by catastrophic national calamity.
- \_\_\_\_\_ An alien who has been "battered" or subjected to "extreme cruelty" by a parent or spouse as defined by 8 U.S.C. 1641(c)(2) and (3), victims' children, or the parents of children who are victims, may also apply for license(s) as qualified aliens.

Applicants claiming qualified alien status, please submit one or more of the following forms of "documentation of identity and immigration status" as determined by U.S. Homeland Security to be acceptable for verification through the SAVE program. Common types of documents used to verify immigration status:

- I-327 (Reentry Permit)
- I-551 (Permanent Resident Card or "Green Card")
- I-571 (Refugee Travel Document)
- I-766 (Employment Authorization Card)
- Machine Readable Immigrant Visa (with Temporary I-551 language)
- Temporary I-551 stamp (on passport or I-94)
- I-94 (Arrival/Departure record)
- Unexpired foreign passport
- WT/WB Admission Stamp in unexpired foreign passport
- I-20 (Certificate of Eligibility for Nonimmigrant F91) student status-"student visa")
- DS2019 (Certificate of Eligibility for Exchange Visitor (J-1) Status)

I affirm under the penalty of perjury that the above is true and correct.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Signature

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

**AFFIX SEAL HERE**

\_\_\_\_\_  
NOTARY PUBLIC

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

If an applicant is discovered to be an unqualified alien, or otherwise ineligible for license(s) under the Act, all license(s) issued to that applicant must be immediately terminated/void. Anyone who purposefully makes a false, fictitious, or fraudulent claim of U.S. citizenship or qualified alien status will be liable under the Tennessee False Claims Act. Any person who conspires to defraud the state or any state governmental entity by securing a false claim allowed or paid to another person in violation of the Act may be liable under Tennessee's False Claims Act. Upon discovery of an applicant's false, fictitious, or fraudulent claim of U.S. citizenship, state governmental entities must also file a criminal complaint with the United States Attorney.



# CITY OF OAK RIDGE



LEGAL DEPARTMENT  
Telephone: (865) 425-3530  
Fax: (865) 425-3420  
Email: [tdunn@oakridgetn.gov](mailto:tdunn@oakridgetn.gov)

POST OFFICE BOX 1 • OAK RIDGE, TENNESSEE 37831-0001

January 2, 2013

Keith Bell, Interim Director  
Tennessee Alcoholic Beverage Commission  
226 Capitol Boulevard Building, Suite 300  
Nashville, Tennessee 37243-0755

Re: Oak Ridge Beer Permit Board Statistical Report for Off-Premises Consumption Beer Permits as Required by Tennessee Code Annotated §57-5-605 (As Amended by 2012 Public Chapter 964)

Dear Mr. Bell:

Enclosed is the required statistical report for the Oak Ridge Beer Permit Board pursuant to Tennessee Code Annotated §57-5-605 (as amended by 2012 Public Chapter 964). The report is due by February 1, 2013.

The City of Oak Ridge had a total of thirty-one (31) off-premises consumption beer permit holders as of December 31, 2012. As you can see from the report, a total of seven (7) off-premises consumption beer permits were issued during Calendar Year 2012.

There were no violations during Calendar Year 2012 for any off-premises consumption beer permit holder regardless of violation or establishment type. During Calendar Year 2012, the Oak Ridge Police Department did not conduct any sting operations for off-premises beer permit holders, therefore, there were no unsuccessful sales to report.

If there is a specific format for the annual statistical report in the future, please send that information to my office for the board's future reports. If you have any questions or require further information, please feel free to contact me.

Sincerely,

A handwritten signature in black ink that reads "Tammy M. Dunn".

Tammy M. Dunn  
Senior Staff Attorney  
Staff Liaison to the Oak Ridge Beer Permit Board

Attachment

cc: Chairman and Members of the Oak Ridge Beer Permit Board

## ANNUAL STATISTICAL REPORT FOR CALENDAR YEAR 2012

### OAK RIDGE BEER PERMIT BOARD OAK RIDGE, TENNESSEE

Tennessee Code Annotated §57-5-605 (as amended by 2012 Public Chapter 964) requires all local beer boards to submit a statistical report to the Alcoholic Beverage Commission by February 1 of each year for the prior calendar year. Below is the required information for off-premises consumption beer permits during calendar year 2012 for the Oak Ridge Beer Permit Board for the City of Oak Ridge, Tennessee.

#### Off-Premises Consumption Beer Permits – Violation Statistics for CY2012

Total Number of Off-Premises Consumption Beer Permits Issued for CY2012*	Number of Violations for Sales to Underage Persons (Under 21)				Number of Unsuccessful Underage Sales During Sting Operation		Number of Other Violations	
	Sting Operation – RVPE	Sting Operation – Non-RVPE	Non-Sting Operation – RVPE	Non-Sting Operation – Non-RVPE	RVPE	Non-RVPE	RVPE	Non-RVPE
7	0	0	0	0	0	0	0	0

#### Off-Premises Consumption Beer Permits – Violations Specifics for CY2012

Name of Permit Holder	Responsible Vendor Establishment (RVPE)?	Type of Violation	Penalty Imposed
None	N/A	N/A	N/A

Note: RVPE = Responsible Vendor Program Establishment, Establishment Participating in the State's Responsible Vendor Program

\* The total number of beer permit holders in Oak Ridge as of December 31, 2012 was sixty-eight (68). Of this number, thirty-one (31) are for off-premises consumption; however, only seven (7) of those were issued during Calendar Year 2012.