



## BEER PERMIT APPLICATION INSTRUCTIONS

1. Read the City of Oak Ridge beer ordinances. A copy is available from the Legal Department and is also posted on the City's website. Additionally, familiarize yourself with the state laws related to the sale of beer.
2. The primary applicant (an owner of the establishment) must complete the application in full and sign the application in the presence of a notary. Do not leave any questions blank. If a question does not apply to you, please write or type in "N/A."
3. Permanent beer permit applications (Classes A-D) must be accompanied with a \$250.00 application fee per permit sought. Special event beer permit applications (Class E) must be accompanied with a \$25.00 application fee. Application fees are non-refundable. Application fees must be payable to the City of Oak Ridge and should be in the form of a check or money order.
4. At least one manager application must be completed for each establishment seeking a beer permit. Manager applications must be signed in the presence of a notary. At this time, there is no application fee for the manager application.
5. If an owner or manager has lived in Knox County, Tennessee, within the past ten (10) years, a separate form must be completed for the background investigation. This form is available in the City's Legal Department.
6. All applications must be submitted to the City's Legal Department for processing. Applications must be turned in at least fifteen (15) days prior to the meeting date in order to meet legal notice requirements. The Beer Board usually meets on the first Wednesday of each month at 5:15 p.m. in the Municipal Building Training Room.
7. Applicants must appear in person at the scheduled Beer Board meeting for consideration of the application. In the event ownership offices are located outside of the area, it is permissible for a member of the management team to be present at the meeting. Members of the management team must be able to address and respond to the Beer Board's questions and concerns. Translators are not readily available for Beer Board meetings. Please make prior arrangements for a translator to be present at the meeting if you need one.
8. The establishment must obtain a valid business license from the City of Oak Ridge in order to open for business. Please call (865) 425-3400 and ask to speak to the Tax and License Officer.
9. The applicant's establishment must pass City inspections, commonly referred to by the City as the Life Safety Inspection, prior to issuance of a permanent beer permit. Please contact the Code Enforcement Division at (865) 425-3532 and the Fire Department at (865) 425-3421 to schedule inspections. The Legal Department will notify both departments of your application and the need for the Life Safety Inspection; however, it is your responsibility to ensure the inspections take place.
10. An annual privilege tax of \$100.00 (per permanent beer permit) is required by State law and City Code, and is due each January. New permittees will be required to pay a prorated privilege tax when the beer permit is issued.
11. If you miss your scheduled Beer Board meeting, the Beer Board will typically reschedule your application to the next available meeting. However, failure to attend can result in the Beer Board denying the beer permit application. If you cannot the meeting, please notify the Legal Department in advance.
12. Effective July 1, 2015, all beer permit applicants must be U.S. citizens or permanent/lawful residents. This is due to a change in State law (Tennessee Code Annotated §57-5-103(a), Public Chapter 29). For compliance with this law, a new form is required to be completed of all owners holding at least a 5% ownership interest in the business. The form is a "Declaration of Citizenship or Lawful Resident" form and is available in the Legal Department.
13. Please call the City's Legal Department at (865) 425-3530 with any questions about the beer permit application process.

**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 and submit proof of such status with the application):

\_\_\_\_\_ 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:

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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

**CITY OF OAK RIDGE, TENNESSEE  
OAK RIDGE BEER PERMIT BOARD  
P.O. BOX 1  
OAK RIDGE, TENNESSEE 37831-0001**

**PHONE 865-425-3530**

**DECLARATION OF CITIZENSHIP OR LAWFUL RESIDENT  
MUST ACCOMPANY ALL APPLICATIONS FOR BEER PERMITS**

Tennessee Code Annotated §57-5-103(a) was amended by Public Chapter 29, effective July 1, 2015, to state: "a city or county shall not issue a permit ... unless the applicant has been a citizen or lawful resident of the United States for not less than one (1) year immediately preceding the date upon which the application is made to the city or county."

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

All owners holding at least a five percent ownership interest must complete this form and return it before the beer permit application will be processed.

**Please Print Legibly**

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

Last

First

Middle

Maiden

Mailing Address: \_\_\_\_\_

Phone Number: Home: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Office: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

**I am a United States Citizen: Yes** \_\_\_\_\_ **No** \_\_\_\_\_

Applicants claiming citizenship must provided a copy of one of the following:

1. A valid U.S. driver's license or photo ID meeting the criteria of the Department of Homeland Security.
2. An official birth certificate issued by a U.S. state, territory, or other jurisdiction.
3. A federally issued birth certificate.
4. A valid, unexpired U.S. passport.
5. A report of birth abroad of a U.S. citizen.
6. A certificate of citizenship.

**If you checked "No" please indicate from the list below which category applies to you:**

\_\_\_\_\_ Permanent/Lawful Resident (a copy of the "Green Card" must be provided)

\_\_\_\_\_ I am not a U.S. citizen or a Permanent/Lawful Resident.

I affirm under the penalty of perjury that the information on the front page 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 have falsified this form, the beer permit issued to that applicant must be immediately terminated and is void.



# KNOX COUNTY SHERIFF'S OFFICE

my "J.J." Jones  
Sheriff

## RELEASE OF ARREST RECORD

865/425-3530

JoAnn S. Oran -City of Oak Ridge  
Legal Department for the Oak Ridge Beer Permit Board

Person/Business Requesting Background Check \_\_\_\_\_  
Phone Number \_\_\_\_\_

Name \_\_\_\_\_  
Last First MI Maiden

Other names used \_\_\_\_\_ Sex \_\_\_\_\_ Race \_\_\_\_\_

Address \_\_\_\_\_  
Street/Road # Apt # City/State/Zip

Date of Birth \_\_\_\_\_ SSN \_\_\_\_\_ Drivers License # \_\_\_\_\_

Signature of person releasing arrest record \_\_\_\_\_

If you cannot personally appear to have the background check completed, your signature must be notarized.

### Notarization

State of Tennessee, County of \_\_\_\_\_ Personally appeared before me,  
\_\_\_\_\_, with whom I am personally acquainted, and who acknowledged  
that he/she executed the within instrument for the purposes therein contained.  
Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
My commission expires \_\_\_\_\_  
Notary Public

(DO NOT WRITE BELOW THIS LINE - KNOX COUNTY SHERIFF'S OFFICE USE ONLY)

### Inquiry Results

Record Found \_\_\_\_\_ No Record Found \_\_\_\_\_ Local Warrants \_\_\_\_\_

Computer generated Arrest History Attached with \_\_\_\_\_ charges listed on \_\_\_\_\_ pages.

Record Checked by: \_\_\_\_\_ Date \_\_\_\_\_

Knox County Sheriff's Office raised seal must be present for record to be valid

**Required Control Measures for Special Occasion Beer Permits  
(Effective July 11, 2011)**

Special occasion (event) beer permits are authorized by City Code §8-702, Classes of Permits, Subsection (5), Class E, which sets forth certain requirements for types of entities permitted to apply for such permit and the maximum hours of operation. (See City Code §8-604(5) for further information on hours of sale and consumption.) In order to address recent problems with special occasion (event) beer permits, the Oak Ridge Beer Permit Board (Beer Board) has set forth the following required control measures for all special event beer permit holders to follow from this date forward.

Purpose

The sale of beer and other alcoholic beverages at public events such as, but not limited to, festivals, concerts, and fundraising events poses special control issues for event organizers and law enforcement officials. Furthermore, the sale of beer at public events attended by large numbers of people, many of whom may be under the age of twenty-one (21), also poses special control issues. In deciding whether to issue a Class E special occasion (event) beer permit, the Beer Board must be satisfied that sufficient controls will be in place to minimize the possibility of underage persons being sold or furnished beer, or adults being over-served beer, at the event. The following control measures must be in place before the Beer Board will issue a Class E special occasion (event) beer permit. However, the Beer Board does have discretion to not require specific control measures under certain circumstances after considering the facts and circumstances of a particular event.

Control Measures

1. There must be at least one (1) location at the event where those wanting to purchase beer must show proof of age and be issued a non-transferable wristband. Proof of age must be established by showing a current and valid government-issued photo ID. The proof-of-age location(s) must be separate from the beer sales/dispensing location(s).
2. The issuance of a wristband does not relieve those selling/dispensing beer from asking and requiring proof of age if they suspect a person attempting to purchase beer is under the age of twenty-one (21).
3. Beer sales/dispensing locations must be separate from food and non-alcoholic beverage concession locations. However, if the consumption of beer at the event is limited to a confined, restricted area such as a "beer garden," then beer, food and non-alcoholic beverages may be sold at the same sales locations within the confined, restricted area.
4. Beer shall be served in readily identifiable cups or containers distinct from those used for non-alcoholic beverages. Glass containers are not permitted.
5. No more than one (1) beer may be sold to a consumer at a time and the consumer's wristband must be hole-punched to keep track of the number of beer sales to each consumer. The event organizer must present to the Beer Board the maximum number of beer sales they will allow per consumer for each event.
6. If underage persons may attend the event, the event organizer will be required to provide security for the event in order to monitor the consumption of beer more closely to ensure underage consumption does not occur.

7. Any and all persons responsible for selling/dispensing beer at the event must be familiar with and abide by these control measures and the provisions of the City Code pertaining to beer.

Beer Board's Authority to Relax or Enhance the Control Measures Above

After reviewing the facts and circumstances of a particular event, the Beer Board may in its discretion relax any of the control measures above, or may require additional control measures as a condition of issuing a Class E special occasion (event) beer permit. Such additional control measures include, but are not limited to, requiring beer products to be distinguishable in appearance from non-alcoholic beverages and requiring a minimum number of law enforcement and/or security personnel at the event.

Applicants for Class E Special Occasion (Event) Beer Permits

Applicants are encouraged to submit with their application a written summary of all control measures that will be taken at the event to reduce the possibility of underage persons being furnished beer and to reduce the possibility of adults being over-served beer at the event.

APPROVED BY THE OAK RIDGE BEER PERMIT  
BOARD AT THE JULY 11, 2011 REGULAR MEETING

  
Chairman