



## Procedures for Securing a Special Beer Permit

1. Secure an application from the Permits Office located at 2714 Union Ave. Extended Suite 100. Office hours are Monday through Friday from 8:30 a.m. to 4:00 p.m.
2. Complete and return application to the Permits Office. **Applications are due the Friday prior to the 1<sup>st</sup> or 3<sup>rd</sup> Wednesday by 12:00 p.m.** Application fee is \$100.00. There is a \$3.00 notary fee if the application is notarized by the Permits Office. The applicant shall not have been convicted of any violation of the law against prohibition, sale, manufacture or transportation of intoxicating liquor or any crime involving moral turpitude, within the past ten (10) years.
3. The applicant will also need to provide a background check. The Permits Office will accept background reports from any agency that provides background checks in compliance with the Fair Credit Reporting Act including but not limited to the Tennessee Bureau of Investigation (TBI).
4. Anyone selling or serving beer will need to have Beer Vendor Card/Affidavit. The cost of a Beer Vendor Card/Affidavit is \$21.00 and it is valid for 5 years.
5. Include the following on your application:
  - Dates and times of event
  - Exact location of the event including specific property to be used
  - Number of booths/bars being requested
6. If the location is not already licensed, please include copy of agreement giving applicant possession of the location for time and date requested.
7. Please include a copy of the applicant's driver license or state issued identification.
8. Appear before the Alcohol Commission on the scheduled date for formal public hearing on your request.

Applicant may pick the Special Beer Permit the day after the Alcohol Commission meeting after 12:00 p.m.

\*\*\*\*\* Below For Office Use Only \*\*\*\*\*

Applicant you are to appear before the Alcohol Commission on Wednesday,

\_\_\_\_\_ at 9:00 a.m. The Alcohol Commission meets in City Hall,  
125 North Main (Front & Adams), City Council Chambers located on the lobby floor.