

**CITY OF JOHNSON CITY**  
**TEMPORARY OCCASION BEER LICENSE**  
*Information*

The information set out below is not an all-inclusive list of instructions for completion of a Temporary Occasion Beer License application for the City of Johnson City, Tennessee. Instead, the list provides reminders to help applicants turn in completed applications. Incomplete and inaccurate applications are considered void and of no effect.

The application must be fully completed and must include all secondary documents with the non-refundable permit application fees (**\$75.00**). 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 application must be considered and approved by the Beer Board and must be submitted **no less than seven (7) days prior to the date of the Beer Board meeting**. The applicant or attorney representing the applicant must attend the Beer Board meeting. The Board can deny an application for any incorrect, inaccurate or false information provided. The selling, pouring and consuming of beer may not occur until a Temporary Occasion Beer License has been issued by the City to the applicant. The completed application must be submitted to the City of Johnson City, Finance Department, Municipal and Safety Building, 601 E. Main Street.

Licenses are issued for no longer than one (1) forty-eight (48) hour period per event to a charitable corporation or a business that possesses a current on or off premises beer license. All beer sales are subject to the limitations on the hours of sale imposed by law. For a charitable corporation, attach a copy of the letter from the IRS recognizing the corporation as a charitable organization. For an applicant that possesses an on or off premises beer license, attach a copy of that license. **Applicants holding a beer license do not qualify for a Temporary Occasion Beer License, if they hold an on-premises liquor-by-the-drink license issued by the State of Tennessee.**

All businesses holding a current on or off beer license, abutting the festival footprint and intending to sell and/or serve beer to festival patrons in order to carry said beer out onto the festival footprint is deemed a festival participant. Those businesses must be listed in the application and are required to use unified clear plastic cups. Servers from any location not inside a listed business must be listed in the application and must hold either a current server permit issued by the City of Johnson City, Tennessee, or a TABC server permit issued by the State of Tennessee. A copy of the server permit issued to the individual designated to serve beer during the event must be attached to this application, unless otherwise required in this application.

No person whose duties shall be serving or completing the application shall have been convicted of committing any state or federal felony, violating any DUI/DWI/IMPLIED consent laws, or violating any criminal law regarding theft, burglary, violence, child abuse, spousal abuse, prostitution, or pandering within the ten (10) year period next preceding the date of application.

The location of the pouring, serving, selling and consumption of beer during a special event must be assigned a *beer permitted area*, attach a copy of the digital site plan indicating the location of all temporary structures and the **beer permitted area**. The site plan must be digital created by a GIS programming software.

**CITY OF JOHNSON CITY**  
**TEMPORARY OCCASION BEER LICENSE**  
*Mandatory Item Checklist*

If you have any questions, you may call 423-434-2393. Please be mindful that the City cannot provide legal advice, but we will do everything that we can to answer your questions to the extent possible.

- Permit application fee paid (**all fees non-refundable**).....\$75.00
- Letter from the IRS recognizing the corporation as a charitable organization **or** current Johnson City business license
- Copy of server permit (minimum of two) issued by City of Johnson City, Tennessee, or TABC server permit(s) issued by State of Tennessee (if applicable) to those who intend to sell, pour or serve beer during the special event
- List of businesses participating in the event through the sale/service of beer (if applicable)
- Site Plan indicating beer permitted area

For City Use Only:

Beer Board Meeting:                      Thursday, \_\_\_\_\_ @ 5:00 p.m.  
Commission Chambers  
Municipal and Safety Building  
601 E Main Street  
Johnson City, Tennessee

For City Use Only: \_\_\_\_\_  
Date Filed

**CITY OF JOHNSON CITY  
TEMPORARY OCCASION BEER LICENSE  
APPLICATION**

**ILLEGIBLE AND INCOMPLETE APPLICATION WILL BE DELAYED**

Attached to this application is a copy of the code section from the Municipal Code of the City of Johnson City, Tennessee, applicable to this application and the permit for a Temporary Occasion Beer License. The applicant should read carefully the attached code section. Applicants must be qualified holders of an on or off premises beer license or charities as set forth below.

1. Name of the applicant/organization: \_\_\_\_\_

2. Is applicant:

Charitable Organization  Business holding a current on or off premises beer license

3. Is the applicant organization exempt from federal taxes under 26 U.S.C. §501(c)(3) or (4)?:

Yes  No

4. Mailing address of the applicant/organization: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

5. List the officers of the applicant/organization:

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

6. Attach documentation showing recognition of the organization as a non-profit under federal law, if applicable, or current City of Johnson City business license.

7. Name of agent/representative: \_\_\_\_\_

8. Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

9. Mailing address of agent/representative: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

10. Name of the event: \_\_\_\_\_

11. Date of the event: \_\_\_\_\_

12. Name, date of birth, address, driver's license number, social security number and phone number of each person(s) in charge of or responsible for such event. Please attach additional pages if necessary:

| Name | Date of Birth | D.L. # | Phone # |
|------|---------------|--------|---------|
|      |               |        |         |
|      |               |        |         |
|      |               |        |         |
|      |               |        |         |
|      |               |        |         |

13. Name of the charity benefiting from the event:  
\_\_\_\_\_

14. Location of the premises upon which beer will be served (**attach a copy of site plan**):  
\_\_\_\_\_

15. If applicable, please list the participating businesses. Please attach additional pages if necessary:

| Name of Business | Address |
|------------------|---------|
|                  |         |
|                  |         |
|                  |         |
|                  |         |
|                  |         |
|                  |         |

**CITY OF JOHNSON CITY  
TEMPORARY OCCASION BEER LICENSE  
AFFIDAVIT**

Initial \_\_\_\_\_: 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.

Initial \_\_\_\_\_: 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 TWO THOUSAND FIVE HUNDRED 00/100 DOLLARS (\$2,500.00) PER OFFENSE, pursuant to Tennessee code Annotated § 57-5-108.

Initial \_\_\_\_\_: I/we understand that by submitting this application, a background investigation may be conducted on the applicant(s) and server(s) who will be selling, pouring and serving beer at the permitted special event. 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.

Initial \_\_\_\_\_: I/we understand that all persons selling, pouring and serving beer at the permitted special event shall have a valid server permit issued by City of Johnson City, Tennessee, or TABC server permit(s) issued by State of Tennessee (if applicable) and failure to do so may result in removal by the Johnson City Police Department and denial of any future application for a temporary occasion beer license within a twelve (12) month period.

Initial \_\_\_\_\_: I/we hereby release, indemnify, absolve and hold harmless, the City of Johnson City, Beer Board, Board of Commission, Johnson City Police Department, and the employees, agents and representatives of all of the foregoing from any and all liability of whatever type for any damages, causes of actions, personal property injuries, or personal injuries which may result as a consequence of my application for a temporary occasion beer license, as well as from any cause of action or claim arising from or any action or inaction of mine or any servers acting on behalf of the special event subject to this application. I/we hereby waive all possible liability of the City of Johnson City, Beer Board, Board of Commission, Johnson City Police Department, and the employees, agents and representatives of all the foregoing as stated above.

Initial \_\_\_\_\_: I/we assume full responsibility for the permit and will be accountable for full compliance with the laws of the City of Johnson City and the State of Tennessee in the sale and service of beer.

Initial \_\_\_\_\_: I/we acknowledge and understand that the fees paid for the beer permit application process are non-refundable.

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

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

\_\_\_\_\_  
Signature of Responsible Party

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

\_\_\_\_\_  
Signature of Responsible Party

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

|   |
|---|
| <p>Sworn to and subscribed before me on this _____ day of _____, _____,</p> <p>Notary Public: _____</p> <p>My Commission Expires: _____</p> |
|---|