



OFFICE OF RECORDER/TREASURER

HELPFUL HINTS FOR TEMPORARY OCCASION LICENSE APPLICANTS

The list of helpful hints set out below is not an all-inclusive list of instructions for completion of a Temporary Occasion License application for the City of Johnson City, Tennessee. Instead, the list provides reminders to help applicants turn in applications that are complete. Incomplete and inaccurate applications are considered void and of no effect. The list of reminders set forth addresses commonly encountered mistakes.

1. The application must be submitted no less than thirty (30) days prior to the date of the event to give City staff time for review and background checks.
2. The Temporary Occasion Beer License must be considered and approved by the City Commission.
3. The applicant must attend the City Commission meeting to answer any questions that the Commissioners may have at that time regarding the event.
4. The application must be fully completed and must include all secondary documents at the time of application. For a 501(c)(3) or (4) charitable corporation, the required secondary document is a letter from the IRS recognizing the corporation as a charitable organization. For an applicant that possesses an on or off premises beer license, please attach a copy of that license. **Applicants holding a beer license do not qualify for a Temporary Occasion License, if they hold an on-premises liquor-by-the-drink license issued by the State of Tennessee.**
5. Applicants must pay a \$75.00 application fee at the time of application for each special occasion listed on the application. Please make checks payable to the City of Johnson City, Tennessee.
6. Please be aware that the selling, pouring and consuming of beer may not occur until a Temporary Occasion Beer License has been approved and issued by the City to the applicant. The license will be available on the morning after approval by the City Commission.

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.



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**APPLICATION FOR TEMPORARY OCCASION LICENSE
FOR CERTAIN QUALIFIED LICENSEES AND BONA FIDE CHARITABLE, NON-
PROFIT ORGANIZATIONS
TO SELL BEER**

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 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. Name(s), date(s) of birth, and address(es), driver's license number(s), phone number(s), and social security number(s) of the person or persons in charge of or responsible for such event:

3. Name of the persons, groups, or entities benefiting from the event, if the applicant is a "bona fide charitable, non-profit organization" per 26 U.S.C. §501(c)(3) or (4):

4. Name of the event: _____

5. Date of the event: _____

6. Location of the premises upon which beer will be served:

7. The purpose for the request: _____

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



9. Please attach documentation showing recognition of the organization as a non-profit under federal law, if applicable.

10. Please state the mailing address of the applicant/organization:

11. Please list the officers of the applicant/organization:

12. Please list the names, dates of birth, social security numbers, and addresses of all servers holding the proper permits and who will be serving beer at this function:

Name	Date of Birth	S.S. #	Address

Temporary occasion licenses are issued in the name of the licensed applicant or the bona fide charitable, non-profit organization and to a natural person or persons, who are jointly responsible for compliance with all laws, rules, and regulations applicable.

For an applicant that possesses an on or off premises beer license, please attach a copy of that license. Applicants holding a beer license **do not qualify for this temporary occasion license, if they hold an on-premises liquor-by-the-drink license issued by the State of Tennessee.**

The permit shall be issued for no longer than one (1) forty-eight (48) hour period per event. All beer sales are subject to the limitations on the hours of sale imposed by law.

The application fee for each special occasion license is Seventy-Five Dollars (\$75.00).



We certify the truth and accuracy of the information provided above.

Name of Applicant/Organization:

By: _____

Title: _____

Date: _____

Signature of Responsible Party(ies):

Date

Date

Date

Name of contact person: _____

Contact's phone number: _____

APPLICANTS (OR THEIR REPRESENTATIVES) ARE STRONGLY ENCOURAGED TO ATTEND THE MEETING WHEN THE CITY COMMISSION WILL CONSIDER THE APPLICATION. THE CITY COMMISSION MAY HAVE QUESTIONS OF THE APPLICANT. FAILURE TO ATTEND MAY RESULT IN DEFERRAL OF THE APPLICATION OR OTHER ACTION AS APPROPRIATE. For questions, please call 423-434-2393.