

**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 Board of Commissioners and must be submitted **no less than seven (7) days prior to the date of the City Commission deadline**. The applicant must attend the City Commission meeting to answer any questions that the Commissioners may have at that time. The Board of Commissioners 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 501(c)(3) or (4) 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 501(c)(3) or (4) 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.



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

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

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. #	S.S.#	Phone #

13. Name of the charity 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):

\_\_\_\_\_

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

\_\_\_\_\_

15. Please list the names, dates of birth, and addresses of all servers holding the proper permits and who will be serving beer at this function (**attach a copy of server permit**). If beer will ONLY be served from inside participating businesses, please skip to question 16. Please attach additional pages if necessary:

Name	Date of Birth	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, pour 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 hereby release, indemnify, absolve and hold harmless, the City of Johnson City, the Board of Commission, the 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, 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: \_\_\_\_\_

Sworn to and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_,  
Notary Public: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

# 2020 City Commission Meetings & Agenda Packet Due Dates

(Red Dates Indicate City Holidays)

JANUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

11/25/20 City Mgr. Approval Due by Noon

## Calendar Details:

Some dates may have the potential to change. Applicants should never solely rely on information provided herein. Applicants should always confirm Commission calendar dates prior to application submittal.

### Yellow

City Commission Meeting Dates

### Blue

Department Agenda Items Form Due By Noon

### Application Deadline:

Beer License Applications

Temporary Occasion License Applications

Must be submitted seven (7) days prior to the Department Agenda Items Form due date indicated above in blue