

Lisa Crowell
Rutherford County Clerk
319 North Maple Street, Suite 121
Murfreesboro, Tennessee 37130
Beer Board Department – (615) 898-7800 ext. 2

Beer Permit Application Instructions

Special Limited Event Permit

DEADLINE FOR FILING APPLICATION

Applicant(s) must file application and all other required forms by the following date:

BEER BOARD MEETING DATE

Applicant(s) must appear, in person, before the Rutherford County Beer Board, in the Office of the Rutherford County Clerk located in Suite 121 at 319 North Maple Street in Murfreesboro, Tennessee, at 6:00 p.m. on the following date:

COMPLETION OF COUNTY SPECIAL LIMITED EVENT BEER PERMIT APPLICATION

- ◆ The County Beer Permit Application must be typed or printed in black ink only.
- ◆ The County Beer Permit must be applied for in the name of the Organization
- ◆ The Owner(s) must sign the County Beer Permit Application before a Notary Public.
- ◆ The Applicant is required to file the County Beer Permit Application and all other required documents in this office with an application fee of **\$250.00** made payable to the Rutherford County Clerk along with a separate check made payable to Main Street Media for the public notice, that is required to be published, in the amount of **\$70.00** by the deadline date. (Please note that the fee is non-refundable).

EXPIRATION OF RUTHERFORD COUNTY BEER PERMIT

T. C. A. 57-5-105(g)(1) states: Temporary beer licenses or permits not to exceed thirty (30) days' duration may be issued at the request of the applicant upon the same conditions governing permanent permits. Such a temporary license or permit shall not allow the sale, storage or manufacture of beer on publicly owned property.

COMPLETION OF BUILDING CODES, PLANNING & ZONING REQUIREMENTS

The Applicant is required to obtain a "Certificate of Occupancy" prior to the issuance of a Rutherford County Beer Permit and attach a copy of said "Certificate of Occupancy" with the Application before the deadline date. A "Certificate of Occupancy" form is attached to this application. To obtain said Certificate, schedule inspections and secure signed approval from the following Departments:

◆ BUILDING/MECHANICAL AND SIGN INSPECTION

The Applicant should contact Building Codes Director, David Jones or Assistant Building Codes Director, Loyd Hall at 898-7734 to set up an appointment for both inspections and signed approval. The Building Codes Department is located at One Public Square South, Room 101 in Murfreesboro, Tennessee.

◆ STATE ELECTRICAL INSPECTION

The Applicant should contact the State Electrical Inspection Office at 896-6117 to set up an appointment for inspection and signed approval. The State Electrical Inspection Office is located at One Public Square South in Murfreesboro, Tennessee. Applicant must give State Electrical Inspection Office at least one week notice before inspection can be scheduled.

◆ STATE ENVIRONMENTAL (SEPTIC) INSPECTION

The Applicant should schedule the State Environmental (Septic) Inspection online at www.tn.gov/environment. Follow the prompts to Permitting – Water Permits – Septic System Construction Permits. The office phone number is 615-687-7000.

◆ SITE PLAN REVIEW AND ZONING APPROVAL

The Applicant should contact Planning Director, Doug Demosi or Assistant Planner, Elizabeth Emslie at 898-7730 to set up an appointment for both inspections and signed approval. The Planning Office is located at One Public Square South in Murfreesboro, Tennessee.

TENNESSEE BEER LAWS

IT IS YOUR RESPONSIBILITY TO REMAIN UPDATED ON ALL TENNESSEE BEER LAWS!

You will receive a copy of the Tennessee Beer Laws at the meeting once your application has been approved; however, it is your responsibility to keep up with any changes to the laws. You may order updated copies of the Tennessee Beer Laws each year by contacting the following:

Tennessee Malt Beverage Association, Inc.
404 James Robertson Parkway, Suite 1605
Nashville, Tennessee 37219-1510
Telephone: (615) 242-7656
Fax: (615) 255-1005
E-mail: tnmaltbev@aol.com

SPECIAL LIMITED EVENT BEER PERMIT APPLICATION

FOR OFFICE USE ONLY

BEER BOARD MEETING
DEADLINE _____

BEER BOARD PUBLIC HEARING
DATE _____

DATE BEER APPLICATION
FILED _____

APPLICATION FEE
PAID _____

RECEIPT
NUMBER _____

Please Type of Print With Black Ink

Date: _____

Name of
Organization: _____

Address of Organization: _____

City: _____ State: _____ Zip: _____ Phone: _____

Contact Name: _____ Contact Phone: _____

Date of Special Event: _____

Time of Special Event: Begins: _____ (circle one) a.m. or p.m.

Ends: _____ (circle one) a.m. or p.m.

Exact Location of Event: _____

Nature and Purpose of Event: _____

Approximate Number of Persons Expected to Attend: _____

Date of Special Event: _____

Time of Special Event: Begins: _____ (circle one) a.m. or p.m.

Ends: _____ (circle one) a.m. or p.m.

Exact Location of Event: _____

Nature and Purpose of Event: _____

Approximate Number of Persons Expected to Attend: _____

Date of Special Event: _____

Time of Special Event: Begins: _____ (circle one) a.m. or p.m.

Ends: _____ (circle one) a.m. or p.m.

Exact Location of Event: _____

Nature and Purpose of Event: _____

Approximate Number of Persons Expected to Attend: _____

Do you agree not to employ any person that has been convicted of any violation of
Laws for the possession, sale, manufacture, or transportation of intoxicating liquor
or beer or any crime involving moral turpitude within the last ten years? _____

Do you agree not to sell to minors, employee minors to serve beer or permit minors to loiter unchaperoned by a parent or guardian at the special event(s)? _____

Do you agree not to sell or offer for sale, or to give away or serve, or to permit to be consumed, any beer covered by this application except for the approved hours listed herein? _____

Have you or your organization made application for a Special Limited Event Beer Permit this calendar year? _____. If yes, when _____

Do you agree to familiarize yourself with the beer laws and to follow them? _____

Any applicant making any false statement in this application shall forfeit the permit, if issued, and shall not be eligible to receive a permit for a period of ten (10) years thereafter.

Sign _____ Title _____ Date _____

Printed Name _____

DO NOT WRITE BELOW THIS LINE

This application received by the Rutherford County Clerk on _____ with an application fee of \$250.00 as evidenced by receipt number _____.

Publication Fee of \$70.00 as evidenced by Check or Money Order _____.

Number of events submitted for calendar year (include this application along with previous applications): _____

Are there more than two events scheduled by this applicant for a one month period (include previous applications that may have been received)? _____

BEER BOARD SECRETARY _____

APPROVED: _____ DATE _____ BY _____

REJECTED: _____ DATE _____ BY _____