

CITY OF OAK RIDGE, TENNESSEE
APPLICATION FOR SPECIAL EVENT (CLASS E) BEER PERMIT

I hereby, as an owner or agent/representative of the organization, make application to the Oak Ridge Beer Permit Board for a special event beer permit pursuant to the Oak Ridge City Code and Tennessee law. This application is based upon the following information:

1. Name of Organization: _____
2. Type of Organization (check one and submit proof of such status with the application):
 - _____ Bonafide charitable organization recognized under Section 501(c) of the Internal Revenue Code
 - _____ Bonafide non-profit organization recognized under Section 501(c) of the Internal Revenue Code
 - _____ Bonafide political organization recognized under Tennessee Code Annotated §2-10-101(a) (political campaign committee) or §2-13-101 (political party)

3. General Information – Organization:

Address of Organization _____ Telephone Number _____

Type of Event _____

Date(s) of Event _____

Time(s) of Event* _____

Dates of previous events held within the City of Oak Ridge under a Class E Permit within the past twelve (12) months:

Time during which applicant desires to sell/distribute beer: _____

Specific location where beer will be sold/distributed and consumed: _____

4. Full Name of Individual(s) Responsible for Supervising the Sale/Distribution of Beer During Event:

5. Individual's prior experience selling/serving beer or other alcoholic beverage:

* Time cannot exceed seventy-two (72) hours

6. Name, mailing address and telephone number of the property owner, if other than the business owner: _____

NOTE: If the organization is not the property owner, you must submit a signed and notarized written statement from the property owner giving the organization permission to sell or serve beer on the premises for the event. Include this statement with the application.

If the property owner is the City of Oak Ridge, the written statement is not required; however, prior permission for the event and beer sales/distribution is required before beer can be served regardless of whether a beer permit is obtained. Additionally, the City requires a \$1,000,000.00 alcohol liability insurance policy naming the City as an additional insured for the event.

7. Has the organization or the individual responsible for supervising beer during the event ever had a liquor license or beer permit suspended, revoked or denied? _____

If yes, where and under what business name? _____

8. Has the organization or the individual responsible for supervising beer during the event been convicted of violating any law against possession, sale, manufacture or transportation of beer or intoxicating liquor, drugs, or narcotics or of a crime involving moral turpitude within the last ten (10) years? _____

If so, give particulars of each charge, court and date convicted.

9. Name and address of the nearest church and school. By City Code §8-705, the Beer Board shall not approve a beer permit where, in the opinion of the board, such sale would interfere with schools, churches or other places of public gathering.

Church: _____

School: _____

10. Describe steps which will be taken to prevent the sale of beer to persons under twenty-one (21):

11. Are you requesting any exceptions to the Required Control Measures for Special Occasion Beer Permits as approved by the Oak Ridge Beer Permit Board? If so, please explain:

12. Email address of applicant: _____

Applicant hereby solemnly swears or affirms the following:

- Every statement in this application is true and correct, and if any statement therein is false, the permit issued thereto may be revoked by the Beer Board, after notice of a hearing, in which event the burden shall be on the applicant to prove the correctness of all statements in the application.
- The applicant is of good moral character and has sufficient legal interest in a suitable location as would entitle him/her/them to conduct the sale of beer.
- The City has my full authorization and release to obtain all relevant information to investigate and determine my character, qualifications, and suitability for the issuance of a beer permit.
- Neither myself nor any official of the organization has been convicted of driving under the influence within the past ten (10) years.
- Unlawful gambling and gaming devices will not be allowed during the event.
- Beer will not be sold or served to a person who appears to be intoxicated.
- Beer will not be sold or served to a person under the age of twenty-one (21).
- Persons under the age of twenty-one (21) will not be allowed to consume beer or other alcoholic beverage, nor will they be allowed to loiter on the premises.
- Persons under the age of twenty-one (21) will not be directly employed in the sale/distribution of beer.
- All laws, ordinances, rules, and regulations governing the sale or distribution of beer will be observed and complied with, and all employees will be trained accordingly.
- Clean, sanitary facilities will be provided.
- The event will be conducted in an orderly, peaceable and lawful manner and no loud or obnoxious noises will be allowed.
- No beer or other alcoholic beverages will be sold or consumed on the premises except during lawful hours as set by city ordinance.
- The business is authorized to do business within the City of Oak Ridge and the State of Tennessee.
- Should any change occur in this application prior to the expiration of the Class E Permit, the City Clerk's office will be notified at 425-3411 as soon as possible.
- The City Manager (through the Oak Ridge Police Department) has full power, including right of entry, to enforce the beer ordinances and to inspect and investigate any reported or alleged violations without the necessity of a search warrant.
- The beer permit, once obtained, shall at all times be posted in a conspicuous place at the event that is easily seen by patrons, if available, and if not it shall be on site for inspection.
- The beer permit may be revoked or suspended, after notice and a hearing by the Board, for any violations of the above statements, for any misinformation or omission contained within this application, for any violation of the City's beer ordinances, or for any violations of State law relating to beer, alcohol or crimes of moral turpitude.
- The applicant has ensured the business is in compliance with all zoning requirements for the event location.

I hereby release, absolve and hold harmless the City of Oak Ridge, the Oak Ridge Beer Permit Board, the Oak Ridge Police Department, and their employees, agents and representatives (hereinafter the "City") from any and all liability of whatever type for any damages, causes of action, personal property injuries which may result as a consequence of my application for a beer permit, background investigation, release of documents or other matters related to my application. I hereby waive all possible liability of the City as stated above.

This the _____ day of _____, _____.

Signature of Applicant

Sworn to and subscribed before me this _____ day of _____, _____.

My commission expires: _____.

Notary Public

REQUIRED CONTROL MEASURES FOR SPECIAL OCCASION BEER PERMITS (CLASS E)
(Effective July 11, 2011, Amended October 1, 2025)

Purpose

The sale of beer and other alcoholic beverages at public events such as, but not limited to, festivals, concerts, and fundraising events poses special control issues for event organizers and law enforcement officials. Furthermore, the sale of beer at public events attended by large numbers of people, many of whom may be under the age of twenty-one (21), also poses special control issues. In deciding whether to issue a Class E special occasion (event) beer permit, the Beer Board must be satisfied that sufficient controls will be in place to minimize the possibility of underage persons being sold or furnished beer, or adults being over-served beer at the event. The following control measures **must** be in place before the Beer Board will issue a Class E special occasion (event) beer permit. However, the Beer Board does have discretion to not require specific control measures under certain circumstances after considering the facts and circumstances of a particular event.

Control Measures (Please initial beside each of the following to indicate that you have read)

1. There must be at least one (1) location at the event where those wanting to purchase beer must show proof of age and be issued a non-transferable wristband. Proof of age must be established by showing a current and valid government-issued photo ID. The proof-of-age location(s) must be separate from the beer sales/dispensing location(s)._____
2. The issuance of a wristband does not relieve those selling/dispensing beer from asking and requiring proof of age if they suspect a person attempting to purchase beer is under the age of twenty-one (21)._____
3. Beer sales/dispensing locations must be separate from food and non-alcoholic beverage concession locations. However, if the consumption of beer at the event is limited to a confined, restricted area such as a "beer garden," then beer, food and non-alcoholic beverages may be sold at the same sales locations within the confined restricted area. Signs stating "No Alcohol Beyond This Point" shall be readily visible._____
4. Beer shall be served in readily identifiable cups or containers distinct from those used for non-alcoholic beverages. Glass containers are not permitted. People selling alcoholic beverages shall not be consuming alcohol or be intoxicated during the event._____
5. No more than one (1) beer may be sold to a consumer at a time, and a system must be in place to keep track of the number of beer sales to each consumer. The event organizer

must present to the Beer Board the maximum number of beer sales they will allow per consumer for each event. _____

6. If underage persons may attend the event, the event organizer will be required to provide security for the event in order to monitor the consumption of beer more closely to ensure underage consumption does not occur. _____

7. Any and all persons responsible for selling/dispensing beer at the event must be familiar with and abide by these control measures and the provisions of the City Code pertaining to beer. _____

Beer Board's Authority to Relax or Enhance the Control Measures Above

After reviewing the facts and circumstances of a particular event, the Beer Board may in its discretion relax any of the control measures above or may require additional control measures as a condition of issuing a Class E special occasion (event) beer permit. Such additional control measures include, but are not limited to, requiring beer products to be distinguishable in appearance from non-alcoholic beverages and requiring a minimum number of law enforcement and/or security personnel at the event.

Applicants for Class E Special Occasion (Event) Beer Permits

Applicants shall submit with their application a written summary of all control measures that will be taken at the event to reduce the possibility of underage persons being furnished beer and to reduce the possibility of adults being over-served beer at the event.

Signature of Applicant/Responsible Party