

CITY OF KINGSPOR

SPECIAL EVENTS BEVERAGE PERMIT INFORMATION

1. Attached are the necessary forms to apply for a special events beverage permit in the City of Kingsport. Also attached are copies of the *Kingsport Beverage Board's Rules of Procedure*, and the *Kingsport City Code of Ordinances* regarding alcoholic beverages. **The applicant is responsible for reading and understanding the contents of these attachments.**

2. The application must be completely filled out before it is submitted to **the City Recorder's Office at City Hall, 415 Broad Street, Kingsport, TN 37660.**

The following must be turned in with the application.

- a. A non-refundable \$100.00 fee;
 - b. A map of the event location;
 - c. Proof of ownership of the real property, such as a copy of a recorded deed, or lease/rental agreement for event location;
 - d. Copies of Corporate Charter or LLC Articles of Organization (if applicable) and/or documentation of bona fide charitable, nonprofit or political standing; and
 - e. Proof of procurement of comprehensive general liability insurance for a minimum amount of one million dollars (\$1,000,000) and a provision which will indemnify and hold the city, its officials and employees harmless from any claim.
 - f. Any other information deemed necessary by the Beverage Board in order to make an appropriate decision.
3. All completed applications are turned over to the Police Department for a complete record check and on-site inspection prior to any consideration of the application by the Kingsport Beverage Board.
4. At least fourteen (14) days are required to process the completed application once it is received. No application will be considered without first being duly processed.
5. Documentation of an appropriate City of Kingsport Business Tax License (if applicable) must be provided prior to any consideration of the application by the Kingsport Beverage Board.
6. The Kingsport Beverage Board meets on the first Tuesday of each month. The meeting is held at 1:30 p.m. in the Montgomery-Watterson Boardroom on the third floor of City Hall located at 415 Broad Street. The applicant, or bona fide representative authorized to act on behalf of applicant, of the organization seeking a permit shall appear in person before the Kingsport Beverage Board for the purpose of answering any questions, under oath, regarding the application, the operation of the special event or any other relevant matter. The Kingsport Beverage Board may, as it deems necessary, require the appearance of additional persons, including other members or representatives of the organization.

7. Once the Kingsport Beverage Board has approved a permit, the permit will be available after 4:00 p.m. that day. The permit must be picked up in person.

8. Every permit holder shall establish regular hours of an event and no change of operational hours will be permitted without submitting the hours in writing to the City Recorder, and any deviation from those hours could be cause for suspension or revocation of the permit.

9. This permit is temporary and event specific. Any future events require that you reapply for a new permit; your old permit is non-transferable.

10. If you have any questions regarding the application or permit, please contact the Deputy City Recorder's Office at (423) 229-9384.

By signing below, I represent that I have carefully read and understood the foregoing Beverage Permit Information, including but not limited to the *Rules and Procedures of the Kingsport Beverage Board* and relevant provisions of the *Code of Ordinances, City of Kingsport, Tennessee* and know their contents.

Date: _____

Applicant's signature: _____

Applicant's printed name: _____