



CITY OF HENDERSONVILLE

SPECIAL OCCASION

BEER PERMIT APPLICATION CHECK LIST

Organization Name: _____

ALL APPLICANTS:

Application – completed, signed, and notarized	Yes <input type="checkbox"/>	No <input type="checkbox"/>
--	------------------------------	-----------------------------

Signature Sheet (signed that you have received notification where beer laws can be accessed)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
---	------------------------------	-----------------------------

\$100.00 application fee payable to 'City of Hendersonville'	Yes <input type="checkbox"/>	No <input type="checkbox"/>
--	------------------------------	-----------------------------

Site Plan (no larger than letter sized sheet of paper detailing fencing, location of security, location of vendors and other pertinent areas of event.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
--	------------------------------	-----------------------------

Alternate Site Plan (in case of inclement of weather)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
---	------------------------------	-----------------------------

Certificate of Insurance - Liquor Liability (Minimum \$500,000 coverage required) for all vendors selling beer with the "City of Hendersonville" listed as the certificate holder. The organization name and address must be shown, and the Certificate must have a policy period concurrent with the anniversary date of the permit i.e., it must expire December 31 st , the same date your beer permit will expire.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
--	------------------------------	-----------------------------

The Beer Board meets the first Thursday of each month at 6:00 p.m. in Conference Room #2 at City Hall. Your application and other required items listed above must be submitted 10 days prior to the Beer Board meeting. **All blanks on the application must be completed. If a question does not apply to your business, write 'n/a' (not applicable).**

After your required paperwork has been properly submitted, you can be placed on the agenda for consideration. You must appear at the Beer Board meeting. Make note of the meeting date and time as you will not receive any further notification.

Applicant's Email Address: _____

Applicant's Phone Number: _____

****ATTENTION: NEW STATE LAW IN EFFECT JANUARY 1, 2023****
If you hire security guards for your business or event or have an in-house employee designated as such, please visit this link for more information. <https://publications.tnsosfiles.com/acts/112/pub/pc1121.pdf>.
You may contact the Tennessee Department of Commerce and Insurance by phone at 615-741-4827 or by email at private.protective@tn.gov.
The City of Hendersonville cannot provide legal advice.



SPECIAL OCCASION BEER PERMIT APPLICATION

A special occasion permit is defined as an on-premises permit that can be issued to any bona fide 501 (c)(3) charitable organization or an entity that can meet the minimum requirements for insurance as set forth in HMC 8-231 that intends to host events where beer will be sold within the city. If the applicant is an entity other than a bona fide 501 (c)(3) charitable organization at least twenty percent (20%) of all gross sales of all alcohol during each event must be donated to a bona fide 501 (c)(3) charitable organization that services Hendersonville.

The special occasion permit may be issued once per calendar year per organization which can be used for up to 12 events per calendar year. Each event shall be limited in duration to seventy-two (72) hours.

Notice of the date and time of each event shall be given to the City Recorder or the City Recorder Designee at least thirty (30) days in advance of the event or as soon as practical. The application fee of \$100.00 must be paid before a permit can be issued. Checks should be made payable to the City of Hendersonville.

Should the vendor or venue for any of the events change, the permit holder must come back before the Beer Board for approval of the proposed change prior to the event taking place.

1. Name of Organization:	
2. Address of Organization:	
3. Telephone Numbers:	Cell: _____ Business: _____
4. Name of Applicant:	
5. Applicant's Email Address:	
6. Name of event:	
7. Date(s) of event:	
8. Hours of event:	
9. Location of event:	
If the event is to be held in a City of Hendersonville Park, Parks Board Committee approval is required.	
10. Name of charitable organization receiving the donation (if applicable):	
11. Percentage of Gross Alcohol Sales to be donated (minimum of 20% if applicable)	_____ %
12. List the name of the individual(s) who will oversee the sale and distribution of beer. The Beer Board requests this individual to attend the Beer Board Meeting along with the applicant.	



13. Describe the plan for carding patrons at the event, including who is responsible for carding

14. What is the name and address of the church (or other place of worship) nearest to the location of your event?

15. What is the name and address of the school nearest to the location of your event?

I or We,

Signature of (President, Chairman or Principal Officers of Organization)

On behalf of the above-named organization, hereby make an application to the City of Hendersonville Beer Board for a special occasion beer permit. I hereby certify that the information provided herein is correct, and that I am authorized by the named organization to make this application.

Signature of Applicant (or authorized Organization Officer)

HENDERSONVILLE BEER LAWS

I have received a copy of the Hendersonville Beer Laws. If the application is properly submitted at least 10 days prior to meeting date, I understand and agree that I, or my representative, will have to appear in person at the next Beer Board meeting (first Thursday of each month) at 6:00 p.m. in Conference Room #2 at Hendersonville City Hall, 101 Maple Drive North, Hendersonville, TN 37075, unless otherwise notified.

The Beer Laws are located here:
<https://www.hvilletn.org/DocumentCenter/View/4796/-Hendersonville-Municipal-Code-Title-8-PDF?bidId=>

Signature: Date:

Sworn to and subscribed before me this _____ day of _____, 20 _____.

My commission expires _____, 20 _____.

Signature of Notary Public