

RULES OF PROCEDURE  
(For Special Events)  
KINGSPORT BEVERAGE BOARD  
KINGSPORT, TENNESSEE

J. Special Events (Temporary) Permits

Applications in writing for special events must conform to all requirements and procedures of the Beverage Board.

(a) The Beverage Board of the city is authorized to issue special event licenses to bona fide charitable, nonprofit or political organizations for special events.

(b) The special event license shall not be issued for longer than one (1) seventy-two hour period, subject to the limitations on the hours of sale imposed by law. (The Beverage Board may, however, at its discretion, impose different licensing periods for special events involving multiple occasions.)

(c) The application for the special event license shall state that the applicant is a charitable, nonprofit or political organization, and include documents showing evidence of the type of organization, and state the location of the premises upon which alcoholic beverages shall be served and the purpose for the request of the license. The fee for each special occasion license shall be fifty dollars (\$50.00).

(d) **Multiple event** special event licenses—for no longer than one year—may be granted by the Beer Board for such times and dates as approved. These Multiple Event Licenses are for repetitive occasions of the same type (e.g., the weekly concert series). The Board reserves the right to immediately revoke the license if any elements on the permit are violated. Any changes in the major parameters of the Multiple Event must be approved by the Chair of the Beverage Board. The fee for **multiple event** special event licenses shall be a one-time fee of fifty dollars (\$50.00) which will cover all occasions/events listed for the one year period.

(e) For purposes of this section:

*Bona fide charitable or nonprofit organization* means any corporation which has been recognized as exempt from federal taxes under section 501(c) of the Internal Revenue Code.

*Bona fide political organization* means any political campaign committee as defined in T.C.A. § 2-10-101(a) or any political party as defined in T.C.A. § 2-13-101.

(f) No charitable, nonprofit or political organization possessing a special event license shall purchase, for sale or distribution, beer from any source other than a licensee as provided pursuant to state law.

(g) For all special events conducted outdoors, it will be required that beer be served only in clear plastic cups.

(h) Special Event Permits shall be limited to two events per year for each nonprofit organization. A multiple event permit will count as one permit towards this total.

Any person, organization or other entity conducting a special event during which beer is to be sold or dispensed on public property, shall provide a written application to the chairman of the Beverage Board, with a copy to the City Attorney and the City Recorder, of the intent to conduct such a special event. The application shall be provided at least thirty (30) days prior to the Beverage Board's next meeting. The notice required by this part shall include, but not necessarily be limited to, the following information or conditions:

- a. Date and time of the special occasion(s). Any changes in dates (including rain dates) will need to be approved by the Chairman of the Beverage Board and Chief of Police.
- b. The sponsor of the special occasion(s);
- c. The specific location where any beer is to be sold;
- d. Any plans for proposed temporary closure of public rights-of-way;
- e. Plans for security and policing of the special occasion(s);
- f. The anticipated number of persons attending the special occasion(s);
- g. Plans for clean-up of the site after use;
- h. Provisions for sanitary facilities and for safety inspection as determined to be necessary by the fire and building and zoning departments;
- i. A provision which will indemnify and hold the city, its officials and employees harmless from any claim.
- j. Evidence that the special occasion permittee has procured comprehensive general liability insurance to cover the occasion. The liability insurance shall be a minimum amount of one million dollars (\$1,000,000).
- k. The Beverage Board may request any other information it deems necessary in order to make an appropriate decision on the permit request.
- l. The Beverage Board may also, at its discretion, require additional provisions as a part of granting the special occasion permit.

The city will reserve the right to immediately revoke permission and to suspend or terminate the special event or any portion of it if any of the elements of the agreement are violated.

Upon receipt of the application as required herein, (application with the above requirements [a-l] addressed), the proposed special event shall be placed on the agenda of the Beverage Board for its next regularly scheduled meeting. The sponsor of the proposed event shall send a representative or representatives (both a representative of the nonprofit organization and a representative of the professional organization running the event [if applicable]) to the Beverage Board meeting to address any questions or issues arising out of the proposed special event.

- L. Upon approval by the Beverage Board, copies of all special event and temporary permits shall be forwarded to the Police Department.