

Date Received by City Manager's Office: \_\_\_\_\_; Date returned to Caterer by City Manager's Office: \_\_\_\_\_;  
 Upon consideration by city staff, the original copy will be retained in City Manager's Office, with copies distributed to Chief of Police and Recreation Department.



## BEER CATERING REQUEST

8-211(f) Caterers. There shall be no limitation on the number of beer permits issued to caterers. A caterer is defined as a business engaged in offering food and beverage service for a fee at various locations, which pursuant to TCA 57-4-102 (27), (1) operates a permanent catering hall on an exclusive basis, (2) has a complete and adequate commercial kitchen facility, (3) is licensed as a caterer by the Tennessee Department of Health, and (4) pursuant to TCA 57-4-101(q) must have a state liquor license. ***The permit shall authorize the caterer to sell beer on the premises of the caterer and at such other sites as the caterer has given advanced notice to the Athens Beer Board through the City Manager for the City of Athens, Tennessee.*** With such notice, the off premises site shall be considered to be within the premises of the caterer for the purposes of this Chapter. The permit shall not authorize and the caterer shall not sell beer at a place within 300 feet of a church or school measured in a straight line between the place and the church or school. In all cases, beer may be sold for consumption only at the permanent catering hall of the caterer or at the site for which the caterer has given advanced notice to the Athens Beer Board.

Name of Caterer \_\_\_\_\_ Telephone No. \_\_\_\_\_  
 Permanent Address of Caterer \_\_\_\_\_ Fax No. \_\_\_\_\_

The above-named business shall be engaged in catering activities on the premises of \_\_\_\_\_  
(Address of Catering Event)  
 \_\_\_\_\_ on \_\_\_\_\_.  
(Date of Catering Event) Specify hours beer, wine, or other  
 alcoholic beverages are expected to be sold for consumption on the premises (Example, from 8:00 a.m. until 5:00 p.m.):  
 From \_\_\_\_\_ until \_\_\_\_\_; State other times, as needed \_\_\_\_\_  
 Request submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Mgr./Representative of Caterer)

**In order to obtain approval for beer sales at this location, this form must be submitted to the City Manager's Office no later than five (5) working days (Monday through Friday) prior to the event. A copy of your current State Caterer's License and State Liquor License must be attached to this form. If this event is to be held on City of Athens property, you must also provide a copy of your liability policy in an amount not less than one million dollars which names the City of Athens as an additional insured. After approval (or denial), a copy of this form shall be returned to the Caterer. Upon approval, the Caterer shall maintain a copy of this form on the site throughout the catering event.**

APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_  
 Chief of Police

DENIED: \_\_\_\_\_ DATE: \_\_\_\_\_  
 Chief of Police  
 STATE REASON: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

***Please return completed form to the City Manager's Office, Post Office 849, Athens, TN, 37371-0849. (Duplicate this form as needed for future requests.)***