

Date Received by City Manager's Office: \_\_\_\_\_ Date Returned to Caterer: \_\_\_\_\_

*The original copy will be retained in the City Manager's Office, with copies distributed to the Chief of Police and Parks & Recreation Department.*



## CATERING REQUEST

8-211(3)(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 (6), (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 *et seq.* must have a state liquor license in order to serve alcoholic beverages. **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:** \_\_\_\_\_

**Permanent Address of Caterer:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

The above-named business shall be engaged in catering activities on the premises of \_\_\_\_\_  
(Address of Catering Event)

\_\_\_\_\_ on \_\_\_\_\_  
(Date(s) of Catering Event)

Specify hours that beer, wine, or other alcoholic beverages are expected to be sold for consumption on the premises:

from \_\_\_\_\_ until \_\_\_\_\_ other times: \_\_\_\_\_  
( a.m. / p.m. ) ( a.m. / p.m. )

Request submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Manager / Representative of Caterer)

To obtain approval for beer sales at this location, this request form must be submitted to the City Manager's Office no later than five (5) working days (Monday - Friday) prior to the event. **A copy of your current State Carter's License and State Liquor License must be submitted with 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 the completed form to the City Manager's Office, 815 North Jackson Street, Athens, TN, 37303.**