



## **BEER PERMIT APPLICATION FORM**

### **Instructions**

1. Read the Town of Smyrna Beer Ordinance and the By-Laws and Rules of Procedure of the Smyrna Beer Board of Rutherford County, Tennessee. Familiarize yourself with the state laws related to the sale of beer.
2. The primary applicant must complete a full application and execute the Verification in the presence of a Notary Public. Owners other than the primary applicant must each complete an Owner Application Information form, which must be signed and verified in the presence of a Notary Public. All owners are bound by the information contained within the Beer Application. Additional copies of the Owner Application Information form can be made as necessary.
3. Copies driver's licenses for all applicants, owners, and managers must be supplied. Any applicant, owner, or manager who is not a citizen of the United States must provide proof of the legal right to be present in the United States and the right to work in the United States.
4. All managers must complete the Manager Application and execute the Verification in the presence of a Notary Public. Manager Applications must be turned in with the Beer Permit Application. Upon the hiring of a new manager, a Manager Application must be submitted within five (5) business days. You may make as many copies of this form as necessary so that you can easily update your records with the Town of Smyrna when there is a management change.
5. Applications must be complete when turned in. Incomplete applications will be refused. Town of Smyrna personnel are unable to assist applicants in answering the questions or otherwise completing the application. If a question does not apply, please write or type in "N/A."
6. Applications must be turned in twenty (20) days prior to the next Beer Board meeting in order to be placed on the Agenda so that legal notice requirements can be met. Beer Board meetings are generally scheduled on the first Monday of each month at 7:00 p.m. Check the website ([www.townofsmyrna.org](http://www.townofsmyrna.org)) or with the Town Clerk's Office (615-459-2553) to confirm meeting dates and times.
7. Applicants must be present to address the Beer Board at the public hearing held at the Beer Board meeting. It is permissible for applicants to have a member of the management team present at the Beer Board meeting. Members of the management team must be able to address and respond to Beer Board questions and concerns. The Town of Smyrna is unable to provide translators for public hearings. If you are unable to effectively communicate in English, please make arrangements to have a translator present for the public hearing to the Beer Board.