



City of Franklin

109 3rd Ave S
Franklin, TN 37064
(615)791-3217

Meeting Agenda

Beer Board

Tuesday, August 11, 2015

4:30 PM

Board Room

Call To Order

Approval of Minutes

1. [15-0710](#) Approval of Minutes from July 14, 2015

Attachments: [07-14-2015 BOMA REGULAR MEETING MINUTES](#)
[07-14-2015 BOMA WORK SESSION MINUTES](#)

2. [15-0601](#) Consider Application Of The Honeysuckle Inc. D/B/A The Honeysuckle, 1770 Galleria Blvd, Suite A, Christopher Byrd, Managing Agent, For On Premises Consumption.

Attachments: [The Honeysuckle.pdf](#)

3. [15-0674](#) Consider Application Of The Sister Cities Of Franklin And Williamson County D/B/A The Celebration Of Nations, Fourth Ave S And The Alley, Janice Ducaj, Managing Agent For Special Event On Premises Consumption. Event Date & Hours: October 10th, 2015, 4:00 PM Until 9:00 PM.

Attachments: [Celebration of Nations.pdf](#)

4. [15-0675](#) Consider Application Of Williamson County Association Of Realtors D/B/A Burgers & Brews, Eastern Flank Battle Park, Marti Veto, Managing Agent For Special Event, On Premises Consumption. Event Date & Hours: August 20, 2015, 5:00 PM Until 7:30 PM.

Attachments: [Burgers & Brews.pdf](#)

5. [15-0676](#) Consider Application Of Big Brothers Big Sisters Of Middle TN D/B/A Franklin Wine Festival, 230 Franklin Road (The Factory), Carlyle Carroll, Managing Agent, For Special Event, On Premises Consumption. Event Date & Hours: October 16, 2015, 7:00 PM Until 10:00 PM.

Attachments: [Franklin Wine Festival.pdf](#)

6. [15-0677](#) Consider Application Of Westhaven Foundation D/B/A Franklin 4 The Cure, 401 Cheltenham Avenue, Amy Law, Managing Agent, For Special Event, On Premises Consumption. Event Date & Hours: September 12, 2015, 5:30 PM Until 11:00 PM.
- Attachments: [Franklin for the Cure.pdf](#)
7. [15-0686](#) Consider Application Of Heritage Foundation Of Franklin/Williamson County D/B/A Pumpkinfest Parking Lot At 114 E Main Street & 100 Block Of East Main Street, Rene Evans, Managing Agent, For Special Event, On Premises Consumption. Event Date & Hours: October 24, 2015, 10:00 AM Until 8:00 PM.
- Attachments: [Pumpkinfest.pdf](#)
8. [15-0687](#) Consider Application Of Kara Inc. D/B/A Guac Mexican Restaurant, 1311 Murfreesboro Road, Suite 100, Rakesh Bery, Managing Agent, For On Premises Consumption.
- Attachments: [Guac.pdf](#)
9. [15-0688](#) Consider Application Of Cheekwood Golf Club LP, 285 Spencer Creek Road, James Jester, Managing Agent, For On Premises Consumption.
- Attachments: [Cheekwood.pdf](#)
10. [15-0689](#) Consider Application Of Ground LLC, 330 Mayfield Drive, Suite D-4, Matthew Gonzales, Managing Agent, For On Premises Consumption.
- Attachments: [Ground.pdf](#)
11. [15-0694](#) Consider Application Of The Raining Season D/B/A The Raining Season BBQ Fundraiser, Corner Of Front Street And Westhaven Blvd, James Matthew Harding, Managing Agent For Special Event, On Premises. Event Date & Hours: August 29, 2015, 3:00 PM Until 10:00 PM.
- Attachments: [The Raining Season.pdf](#)
12. [15-0695](#) Consider Application Of Crestline Hotels & Resorts LLC D/B/A Hampton Inn & Suites-Franklin, 7141 South Springs Drive, David Wesley Brawner, Managing Agent, For On Premises Consumption.
- Attachments: [Hampton Inn.pdf](#)
13. [15-0696](#) Consider Application Of Tupelo Honey Hospitality Corporation D/B/A Tupelo Honey Café, 2000 Meridian Blvd, Suite 110, Jeffrey J. Payne, Managing Agent, For On Premises Consumption.
- Attachments: [Tupelo Honey Cafe.pdf](#)

Other Business

Adjournment

ANYONE REQUESTING ACCOMMODATIONS DUE TO DISABILITIES SHOULD CONTACT A.D.A. COORDINATOR, AT 791-3277 PRIOR TO THE MEETING.

**MINUTES OF THE REGULAR MEETING
BOARD OF MAYOR AND ALDERMEN
FRANKLIN, TENNESSEE
CITY HALL BOARDROOM
TUESDAY, JULY 14, 2015– 7:00 P.M.**

Board Members

Mayor Ken Moore	P		
Vice Mayor Clyde Barnhill	P	Alderman Dana McLendon	P
Alderman Brandy Blanton	P	Alderman Margaret Martin	P
Alderman Pearl Bransford	P	Alderman Ann Petersen	P
Alderman Beverly Burger	P	Alderman Michael Skinner	P

Department Directors/Staff

Eric Stuckey, City Administrator	P	Lisa Clayton, Parks Director	
Vernon Gerth, ACA Community & Economic Dev.	P	Shirley Harmon-Gower, HR Director	
Russell Truell, ACA Finance & Administration		Mark Hilty, Water Management Director	P
David Parker, City Engineer/CIP Executive		Paul Holzen, Engineering Director	P
Shauna Billingsley, City Attorney	P	Bob Martin, Interim Planning/Sustainability Dir.	P
Rocky Garzarek, Fire Chief		Joe York, Streets Director	P
Deb Faulkner, Police Chief		Brad Wilson, Facilities Project Manager	
Fred Banner, IT Director		Lanaii Benne, Assistant City Recorder	P
Chris Bridgewater, BNS Director		Linda Fulwider, Board Recording Secretary	P
Becky Caldwell, SES Director			

Call to Order

Dr. Ken Moore, Mayor, called the July 14, 2015, meeting to order at 7:10 p.m.

Invocation

The invocation was offered by Vice Mayor Clyde Barnhill.

Pledge of Allegiance

Mayor Ken Moore led the pledge of allegiance to the Flag of the United States of America.

Grievances or Statements from Citizens: Citizen Comments (Open for Franklin citizens to be heard on items not included on this Agenda. As provided by law, the Board of Mayor and Aldermen shall make no decisions or consideration of action of citizen comments, except to refer the matter to the City Administrator for administrative consideration, or to schedule the matter for Board consideration at a later date. Those citizens addressing the Board of Mayor and Aldermen are requested to come to the microphone and identify themselves by name and address for the official record).

None

Communications from Williamson County Mayor and Williamson County Commission

Not in attendance.

1. Approval of Minutes

Alderman Petersen moved to approve the June 23, 2015 Work Session and June 23, 2015 BOMA minutes as presented. Seconded by Vice Mayor Barnhill. Motion carried unanimously.

Recognitions

Proclamation – Cornelia B. Holland

Mayor Moore read a proclamation in recognition of Ms. Holland's achievements:

- ⊗ Cornelia B. Holland has had a lovely home garden in the City of Franklin for over twenty years.
- ⊗ Mrs. Holland in an effort to conserve her plant collection, donated specimens from her garden to the University of Tennessee.

- ☉ The garden was named Tranquility – The Cornelia B. Holland Hosta Garden and is located on the Institute of Agriculture, Knoxville.
- ☉ The garden is designated as an American Hosta Society National Display Garden and is one of three in the Southeast and twenty-three in the U.S, and provides a living laboratory for faculty and student research and study.
- ☉ 95% of the plants in the new garden came from Holland's home garden in Franklin.
- ☉ Holland received a Conservation Medal from the National Society DAR in May 2015 for this donation to UTK.

Ms. Holland spoke about her garden and thanked Mayor Moore for the recognition. She was accompanied by her sisters, members of the Williamson County Master Gardeners Association, and Alderman Pearl Bransford.

Alderman Bransford encouraged teachers to take their students to the garden.

Miscellaneous Reports

Eric Stuckey introduced Betsy Rice who is interning in the City Administrator's office learning how the City government works and meeting with various departments as well.

2. **CONSENT AGENDA:** All items under the Consent Agenda are deemed non-controversial and routine in nature by the governing body. They will be approved as recommended by Committee or staff by one motion of the governing body. The items on the Consent Agenda will not be discussed. Any member of the governing body desiring to discuss an item on the Consent Agenda may request that it be removed from the Consent Agenda and be placed on the Regular Agenda. It will then be considered at that time. Staff recommends that Item Numbers **19-31** be placed on the Consent Agenda.
Vice Mayor Barnhill moved to approve the Consent Agenda Items 19-31, with the exception of pulling Item 23 to defer until August 11, 2015. Seconded by Alderman Bransford. Motion carried unanimously.

OLD BUSINESS

3. **PUBLIC HEARING: Consideration of ORDINANCE 2015-09, To Be Entitled, "An Ordinance To Zone +/- 30.11 Acres Into The Height Overlay District (HTO) For The Property Located At The Southeast Corner Of Interstate 65 And McEwen Drive."**
[Second of Three Readings] **Alderman Ann Petersen, FMPC Representative**
Public Hearing

With no one coming forward to speak, Mayor Moore declared the Public Hearing Closed

Alderman Burger moved to approve Ordinance 2015-09. Seconded by Alderman Petersen. Motion carried unanimously on Second of Three Readings.

4. **PUBLIC HEARING: Consideration of ORDINANCE 2015-10, To Be Entitled, "An Ordinance To Zone +/- 0.85 Acres From Detached Residential 3 (R3) District To Specific Development-Residential (SD-R 4.71) District For The Property Located At 1365 And 1367 Columbia Avenue."**
[Second of Three Readings] **Alderman Ann Petersen, FMPC Representative**
Public Hearing

With no one coming forward to speak, Mayor Moore declared the Public Hearing Closed

Alderman Skinner moved to approve Ordinance 2015-10. Seconded by Alderman Petersen. Motion carried unanimously on Second of Three Readings.

5. **PUBLIC HEARING: Consideration of RESOLUTION 2015-30, To Be Entitled, "A Resolution Approving A Development Plan For The Gist Street PUD Subdivision, Located At 1365 And 1367 Columbia Avenue, By The City Of Franklin, Tennessee".**

Alderman Ann Petersen, FMPC Representative

Public Hearing

With no one coming forward to speak, Mayor Moore declared the Public Hearing Closed

Alderman Petersen moved to approve Resolution 2015-30. Seconded by Alderman Bransford. Motion carried unanimously.

6. **PUBLIC HEARING: Consideration of ORDINANCE 2015-11, To Be Entitled, "An Ordinance To Zone +/- 22.55 Acres From Specific Development-Variety (SD-X) District To Attached Residential 20 (RM20) District For The Property Located At 1222 Liberty Pike."**
[Second of Three Readings] Alderman Ann Petersen, FMPC Representative
Public Hearing

With no one coming forward to speak, Mayor Moore declared the Public Hearing Closed

Alderman Burger moved to approve Ordinance 2015-11. Seconded by Alderman Petersen. Motion carried unanimously on Second of Three Readings.

NEW BUSINESS

7. **PUBLIC HEARING: Consideration to Initiate the Annexation Process for 1845 Carters Creek Pike.**
Vernon Gerth, ACA Community & Economic Development
Brad Baumgartner, Planner

Public Hearing

With no one coming forward to speak, Mayor Moore declared the Public Hearing Closed

Alderman Bransford moved to approve Initiation of the Annexation Process for 1845 Carters Creek Pike. Seconded by Alderman Petersen. Motion carried unanimously.

8. **Consideration of Joint Funding Agreement for Water Resources Investigations with U.S. Geological Survey (COF Contract No. 2015-0181).**

David Parker, City Engineer/CIP Executive

Alderman Petersen moved to approve Joint Funding Agreement. Seconded by Alderman Bransford. Motion carried unanimously.

9. **Consideration of Contract 2015-0153 with FEMA/TEMA for a Flood Mitigation Assistance Program Grant to Acquire and Demolish a Repetitive Loss Flood Property.**

Chris Bridgewater, BNS Director

Alderman Bransford moved to approve Contract 2015-0153 with FEMA/TEMA. Seconded by Alderman Skinner. Motion carried unanimously.

10. **Consideration of a Contract with Physio-Control, Inc. of Redmond, Washington in the Total Amount of \$29,515.95 for the Sole-Source Purchase of One (1) Lifepak 15 Cardiac Monitor/Defibrillator (\$30,000.00 Budgeted in 130-83530-42200 for Fiscal Year 2015; Not Currently Budgeted in Fiscal Year 2016; Contract No. 2015-0093).**

Rocky Garzarek, Fire Chief

Todd Horton, Deputy Fire Chief

Alderman Blanton moved to approve Contract with Physio-Control. Seconded by Alderman Skinner. Motion carried unanimously.

11. **Consideration of Date Change to November 21, 2015 for Viva la Diva 5K sponsored by Fifty Forward.**

Deb Faulkner, Police Chief

Alderman Bransford moved to approve change in date for Viva la Diva 5K. Seconded by Alderman Blanton. Motion carried unanimously.

12. **Consideration of the Local Agency Project Agreement (COF Contract No. 2014-0289, TDOT Contract No. 140204, TDOT PIN 121454.00) with the Tennessee Department of Transportation for the Columbia Avenue (SR-6/US-31) Widening Project, from Mack Hatcher Parkway (SR-397) to Downs Boulevard.**

Paul Holzen, Engineering Director

Eric Stuckey noted the TDOT PIN number for this project will change.

Alderman Skinner moved to approve COF 2014-0289. Seconded by Alderman Burger. Motion carried unanimously.

13. **Consideration of RESOLUTION 2015-40, a Resolution Awarding the FY2016 On-Call Annual Contract for Concrete Curb and Sidewalk Repairs (COF Contract 2015-0081) to M.A.Y. Construction, Inc. with a Bid Amount of \$1,283.25.**

Paul Holzen, Engineering Director

Alderman Bransford moved to approve Resolution 2015-40. Seconded by Alderman Petersen. Motion carried unanimously.

14. **Consideration of RESOLUTION 2015-41, a Resolution Awarding the FY2016 On-Call Annual Contract for Roadway Repairs and Resurfacing (COF Contract 2015-0083) to Tennessee Valley Paving Company with a Bid Amount of \$24,034.85.**

Paul Holzen, Engineering Director

Alderman Blanton moved to approve Resolution 2015-41. Seconded by Alderman Bransford. Motion carried unanimously.

15. **Consideration of RESOLUTION 2015-42, a Resolution Awarding the FY2016 On-Call Annual Contract for Stormwater and Drainage Improvements (COF Contract 2015-0084) to Sessions Paving Company with a Bid Amount of \$229,481.00.**

Paul Holzen, Engineering Director

Vice Mayor Barnhill moved to approve Resolution 2015-42. Seconded by Alderman Skinner. Motion carried unanimously.

16. **Consideration of RESOLUTION 2015-43, a Resolution Awarding the FY2016 On-Call Annual Contract for Traffic Signal and Interstate Lighting Modifications and Repairs (COF Contract 2015-0085) to S&W Contracting Company, Inc. with a Bid Amount of \$80,981.80.**

Paul Holzen, Engineering Director

Vice Mayor Barnhill moved to approve Resolution 2015-43. Seconded by Alderman Burger. Motion carried unanimously.

17. **Consideration of RESOLUTION 2015-39, a Resolution Awarding the FY2016 On-Call Annual Contract for Called Bonds (COF Contract 2015-0080) to Tennessee Valley Paving Company with a Bid Amount of \$141,165.00.**

Paul Holzen, Engineering Director

Alderman Burger moved to approve Resolution 2015-39. Seconded by Vice Mayor Barnhill. Motion carried unanimously.

18. **Consideration of Modification to the Police Department Organization Chart to Upgrade Two Police Sworn Positions. (RESOLUTION 2015-46)**

Deb Faulkner, Police Chief

Alderman Bransford moved to approve Modification to Police Department Organization Chart. Seconded by Alderman Martin.

Eric Stuckey related the Resolution to make this change was not with the agenda information, but was distributed prior to this meeting and this item should be identified as Resolution 2015-46.

Motion to approve Modification to Police Department Organization Chart, Resolution 2015-46, carried unanimously.

CONSENT AGENDA

19. **Consideration of ORDINANCE 2015-04 AS AMENDED, "An Ordinance to Rezone 2.2 Acres from Estate Residential (ER) District to Detached Residential 2 (R-2) District for the Property Located at 1048 Carlisle Lane".**

[Third and Final Reading]

Alderman Ann Petersen, FMPC Representative

Ordinance 2015-04 approved unanimously on Third and Final Reading.

20. **Consideration of RESOLUTION 2015-31, A Resolution to Appoint J. Lawrence Sullivan as Clerk of the City Court of Franklin, Tennessee, and to Vest Him with All Powers Provided to the Clerk by the Franklin City Charter and the Franklin City Code.**
Resolution 2015-31 approved unanimously.
Shauna Billingsley, City Attorney
21. **Consideration of Final Change Order for the Charlton Green Sanitary Sewer Improvements Project (COF Contract 2014-0065) for a DECREASE in Cost of \$10,369.10.**
Approved unanimously
Paul Holzen, Engineering Director
22. **Consideration of a Utility Relocation Agreement (COF Contract No. 2015-0043) with ATMOS Energy Corporation for the Hillsboro Road Improvements Project Phase 2, from Independence Square to Mack Hatcher Parkway, in the Estimated Amount of \$193,000.00.**
Approved unanimously
Paul Holzen, Engineering Director
23. **Consideration of a Utility Relocation Agreement (COF Contract 2015-0044) with AT&T Tennessee for the Hillsboro Road Improvements Project Phase 2, from Independence Square to Mack Hatcher Parkway, in the Estimated Amount of \$140,130.60.**
Motion to defer COF Contract 2015-044 to August 11, 2015 approved unanimously.
Paul Holzen, Engineering Director
24. **Consideration of a Professional Services Agreement (COF Contract 2015-0150) for Limited Construction Administration and Final Design Services for the Hillsboro Road Improvements Project Phase 2, from Independence Square to Mack Hatcher Parkway, in the Amount of \$36,884.15.**
Approved unanimously
Paul Holzen, Engineering Director
25. **Consideration of RESOLUTION 2015-38, Authorizing a Leased Equipment Schedule for FY 2016 as an Amendment to COF Contract 2014-0171 with JPMorgan Chase.**
Resolution 2015-38 approved unanimously
Russ Truell, ACA Finance & Administration
26. **Consideration of COF Contract 2015-0176, an Agreement to Increase the Pension Investment with Westwood Global Advisors.**
Approved unanimously
Russ Truell, ACA Finance & Administration
27. **Consideration of Liquor License Application for Radhe Radhe Bal, LLC d/b/a Del Rio Wine & Spirits (Ranjanben Patel, Managing Agent), 111 Del Rio Pike, Franklin, Tennessee 37064.**
Approved unanimously
Lanaii Benne, Assistant City Recorder
28. **Consideration of Event Permit Application for St. Paul's BBQ on July 25, 2015 in Downtown Franklin, sponsored by St. Paul's Episcopal Church.**
Approved unanimously
Deb Faulkner, Police Chief
29. **Consideration of Event Permit Application for Raise the Roofs on August 15, 2015 at the Park at Harlinsdale Farm, sponsored by Friends of Franklin Parks.**
Approved unanimously
Lisa Clayton, Parks Director
30. **Consideration of Event Permit Application for Best Buddies 5K on August 22, 2015 in Cool Springs Sponsored by Best Buddies of Tennessee**
Approved unanimously
Deb Faulkner, Police Chief
31. **Consideration of Event Permit Application for the Franklin Classic on September 7, 2015 in Downtown Franklin, sponsored by Mercy Community Health Care.**
Approved unanimously
Deb Faulkner, Police Chief

EXECUTIVE SESSION

32. **Consideration of Motion to Enter Executive Session for Purpose of Reviewing Various Matters of Pending Litigation.**

Shauna Billingsley, City Attorney

Vice Mayor Barnhill moved to Enter Executive Session. Seconded by Alderman Burger. Motion carried unanimously. [7:28 p.m.]

RETURN FROM EXECUTIVE SESSION

33. **Consideration of Matters from Executive Session.**

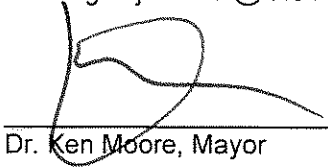
Dr. Ken Moore, Mayor

[Returned 7:33 p.m.] There were no matters for consideration.

ADJOURN

Alderman Blanton moved to adjourn. Seconded by Vice Mayor Barnhill. Motion carried unanimously.

Meeting adjourned @ 7:34 p.m.


Dr. Ken Moore, Mayor

Minutes prepared by: Linda Fulwider, Board Recording Secretary, City Administrator's Office - updated 8/7/2015 2:43 PM

**MINUTES OF THE WORK SESSION
BOARD OF MAYOR AND ALDERMEN
FRANKLIN, TENNESSEE
CITY HALL BOARDROOM
TUESDAY, JULY 14, 2015 – 5:00 P.M.**

Board Members

Mayor Ken Moore	P		
Vice Mayor Clyde Barnhill	P	Alderman Dana McLendon	P
Alderman Brandy Blanton	P	Alderman Margaret Martin	P
Alderman Pearl Bransford	P	Alderman Ann Petersen	P
Alderman Beverly Burger	P	Alderman Michael Skinner	P

Department Directors/Staff

Eric Stuckey, City Administrator	P	Lisa Clayton, Parks Director	P
Vernon Gerth, ACA Community/Economic Dev.	P	Shirley Harmon-Gower, Human Resources Director	P
Russell Truell, ACA Finance & Administration		Mark Hilty, Water Management Director	P
David Parker, City Engineer/CIP Executive	P	Paul Holzen, Engineering Director	P
Shauna Billingsley, City Attorney	P	Bob Martin, Interim Planning & Sustainability Director	P
Rocky Garzarek, Fire Chief		Joe York, Streets Director	P
Deb Faulkner, Police Chief	P	Brad Wilson, Facilities Project Manager	
Fred Banner, IT Director	P	Lanaii Benne, Assistant City Recorder	P
Chris Bridgewater, BNS Director	P	Linda Fulwider, Board Recording Secretary	P
Becky Caldwell, SES Director	P		

Call to Order

Dr. Ken Moore, Mayor called the Work Session to order at 5:00 p.m.

Citizen Comments

None

WORK SESSION DISCUSSION ITEMS

1. ***Consideration of Date Change to November 21, 2015 for Viva la Diva 5K sponsored by Fifty Forward.**
Deb Faulkner, Police Chief
No questions or comments.
2. **Consideration of Liquor License Renewal for Holiday Wine and Liquors (Jigisha S. Patel, Managing Agent), 108 North Royal Oaks Boulevard, Franklin, Tennessee 37064**
Lanaii Benne, Assistant City Recorder
No questions or comments.
3. ***Consideration of a Contract with Physio-Control, Inc. of Redmond, Washington in the Total Amount of \$29,515.95 for the Sole-Source Purchase of One (1) Lifepak 15 Cardiac Monitor/Defibrillator (\$30,000.00 Budgeted in 130-83530-42200 for Fiscal Year 2015; Not Currently Budgeted in Fiscal Year 2016; Contract No. 2015-0093).**
Rocky Garzarek, Fire Chief
Todd Horton, Deputy Fire Chief
No questions or comments
4. ***Consideration of Contract 2015-0153 with FEMA/TEMA for a Flood Mitigation Assistance Program Grant to Acquire and Demolish a Repetitive Loss Flood Property.**
Chris Bridgewater, BNS Director
Shanna McCoy, Plans Examiner I, BNS

The total project amount is \$269,250: Federal portion is \$242,325, and the City responsibility is \$26,950 to acquire and demolish a single family residence in the Flood Fringe Overlay. This voluntary program has an eligibility

requirement that the property must have had two or more insurance claims to qualify for a repetitive loss flood property. The property at 154 Lancaster is currently occupied. Staff recommends approval.

5. ***Consideration of Joint Funding Agreement for Water Resources Investigations with U.S. Geological Survey (COF Contract No. 2015-0181).**

David Parker, City Engineer/CIP Executive

Eric Stuckey related the City has a long-standing arrangement with USGS for gauging stations. As part of the new ARAP for the City's Water Treatment Plant raw water withdrawal, the City is required to provide a new gauging station (monitoring location) upstream of the withdrawal. The new location is to provide both river flow and dissolved oxygen (DO) data for determination of when the City can actually withdraw water from the Harpeth River for treatment. The additional element of DO level measurement was suggested by the City and will help with compliance.

David Parker referred to Exhibit A of the Joint Agreement and noted the City will still have two existing stations, the Harpeth at Highway 96 and the Harpeth above Franklin intake: the City will no longer pay for the Hillsboro Road location. Total cost for operating the three stations between October 1, 2015 and September 30, 2016 will be \$57,250. The city's portion of the cost will be \$33,800:

◆ Harpeth @ Highway 96 (stage, discharge)	\$ 9,000
◆ Harpeth at Hillsboro Road (stage, discharge)	\$ 0
◆ Harpeth above Franklin intake (stage, discharge)	\$12,000
◆ Harpeth above Franklin intake (temp, SC, DO)	\$12,800

6. ***Consideration of the Local Agency Project Agreement (COF Contract No. 2014-0289, TDOT Contract No. 140204, TDOT PIN 121454.00) with the Tennessee Department of Transportation for the Columbia Avenue (SR-6/US-31) Widening Project, from Mack Hatcher Parkway (SR-397) to Downs Boulevard.**

David Parker, City Engineer/CIP Executive

Mr. Parker related they are working with TDOT on the language in the agreement. Paperwork received from TDOT today indicates there will be a new PIN number for the project. The process to hire an engineering firm begins again. There have been 16 RFQ submissions received. The environmental study must be repeated. The project will be done with State and Federal funds.

7. ***Consideration of RESOLUTION 2015-39, a Resolution Awarding the FY2016 On-Call Annual Contract for Called Bonds (COF Contract 2015-0080) to Tennessee Valley Paving Company with a Bid Amount of \$141,165.00.**

8. ***Consideration of RESOLUTION 2015-40, a Resolution Awarding the FY2016 On-Call Annual Contract for Concrete Curb and Sidewalk Repairs (COF Contract 2015-0081) to M.A.Y. Construction, Inc. with a Bid Amount of \$1,283.25.**

9. ***Consideration of RESOLUTION 2015-41, a Resolution Awarding the FY2016 On-Call Annual Contract for Roadway Repairs and Resurfacing (COF Contract 2015-0083) to Tennessee Valley Paving Company with a Bid Amount of \$24,034.85.**

10. ***Consideration of RESOLUTION 2015-42, a Resolution Awarding the FY2016 On-Call Annual Contract for Stormwater and Drainage Improvements (COF Contract 2015-0084) to Sessions Paving Company with a Bid Amount of \$229,481.00.**

11. ***Consideration of RESOLUTION 2015-43, a Resolution Awarding the FY2016 On-Call Annual Contract for Traffic Signal and Interstate Lighting Modifications and Repairs (COF Contract 2015-0085) to S&W Contracting Company, Inc. with a Bid Amount of \$80,981.80.**

No questions or comments pertaining to the on-call annual contracts items 7-11.

12. ***Consideration to Initiate the Annexation Process for 1845 Carters Creek Pike.**

Vernon Gerth, ACA Community & Economic Development

Brad Baumgartner, Planner

Mr. Stuckey related this resolution is to initiate the annexation process for 75.69 acres of property in the City's planning and development process. The Plan of Services is a draft and is not ready for approval.

Discussion:

- Applicants, Monte and Camille Schaefer, 1357 Barkleigh Lane, Franklin; and, Stephanie Hall, 2704 Pantall Road, Thompsons Station: The applicants are negotiating with the current owner of the property, Janet Wagner. They envision a horse farm with 40-50 stalls, horse boarding, riding lessons, etc. Plan included in agenda packet.
- The request is consistent with the Land Use Plan.
- Alderman Martin: In favor of pursuing annexation process.
- Alderman Blanton: Concerned with the impact traffic would have on the rural road if it is used as a rental for events.
- Alderman Skinner: Questions regarding the caretaker apartments, sewer availability, and if the applicant wanted to sell the property at some point.
- Eric Stuckey: Zoning and permitted uses will be addressed. As to Alderman Skinner's questions, those situations would be dealt with when they arose.

13. *Consideration of Modification to the Police Department Organization Chart to Upgrade Two Police Sworn Positions. (Resolution 2015-46)

Deb Faulkner, Police Chief

Eric Stuckey advised this chart and resolution represent a cleanup from the budget process. Chief Faulkner had submitted various positions to outside consultants for review: Analysis came back after the budget was approved. Modification: Two Sergeants upgraded to Lieutenants.

Alderman Burger asked the reason for the upgrades. Mr. Stuckey explained they were based on the job responsibilities and the appropriate rank for those jobs. The organization chart is part of the earlier reorganization that eliminated one of the three deputy chief positions.

14. Presentation of Draft Parkland Dedication Ordinance

Eric Stuckey, City Administrator

Vernon Gerth, ACA Community & Economic Development

Lisa Clayton, Parks Director

Steve Fritts, Barge, Waggoner, Sumner & Cannon, Inc. presented an update to the Parkland Dedication Ordinance. Mr. Fritts wants to make sure the Board fully understands the ordinance. Dr. Crompton will be back to address questions as well.

Creation of Draft Ordinance

- Authored by Dr. John Crompton, distinguished professor at Texas A&M University and expert in such ordinances.
- Draft from Dr. Crompton went through intensive review by City staff and comments incorporated.

Three Elements of the Ordinance

- Land Requirement
- Fee-in-Lieu alternative to land requirement
- Parks development fee

Constitutionality (Criteria for Assessment)

- Ordinance must adhere to nexus principle
- Method of calculating parkland dedication requirement must demonstrate proportionality to the need created by the new development
- Time limit must be set for expending fees-in-lieu
- Scope and range of the ordinance must be delineated

Nexus Principle

- Land or fees dedicated must be used according to a park system plan that divides the jurisdiction into geographic districts
- Ordinance includes 4 geographic quadrants

Quadrants (map)

- Quadrant 1: Average Price per acre \$271,000
- Quadrant 2: Average Price per acre \$168,000
- Quadrant 3: Average Price per acre \$163,000
- Quadrant 4: Average Price per acre \$200,000

Proportionality Test

- Assume that new residents will require same Level of Service as existing residents
- Determined Level of Service by total existing acreage of Neighborhood, Community, Preserves and Historic Parks
- Special Use Parks (e.g. Fieldstone, Liberty) can't be included
- Eligible Williamson County Parks in City Limits were included

Level of Service

QUADRANT 1	ACREAGE	CATEGORY
Aspen Grove Park	19.0	Neighborhood
Dry Branch Wetland	5.9	Preserves
Fort Granger	15.0	Historic
Liberty Park	83.3	Community
Pinkerton Park	27.9	Community
Ropers Knob	58.7	Historic
Total Quadrant 1	209.7	
QUADRANT 2	ACREAGE	CATEGORY
Eastern Flank Battlefield	113.3	Historic
Total Quadrant 2	113.3	
QUADRANT 3	ACREAGE	CATEGORY
Assault on Cotton Gin	0.5	Historic
Collins Farm	3.2	Historic
Eastern Flank Battlefield	1.2	Historic
Winstead Hill	72.5	Historic
Academy Park	7.07	Neighborhood
Strahl Street Park	0.7	Neighborhood
Total Quadrant 3	85.2	
QUADRANT 4	ACREAGE	CATEGORY
Bicentennial Park	16.2	Community
City Cemetery	1.8	Historic
Del Rio Park	1.1	Neighborhood
Jim Warren Park	87.0	Community
Pinkerton Park	4.0	Community
Rest Haven Cemetery	4.2	Historic
Franklin Rec/Judge Fulton Greer	33.80	Community
Cheek Park	26.04	Community
Total Quadrant 4	174.2	

Level of Service Calculation

Quadrant 1
• Population: 22,273
• Acres of parks: 209.7
• Service level: 107 people per acre of parks (22,273/209.7)
• Average people per dwelling unit (DU): 2.4
• Service level: 44.5 DU's per acre (107/2.4)
Required land dedication in Quadrant 1 is therefore 1 acre for every 44.5 DU's

Land Dedication Requirement

- Quadrant 1 1 acre for every 44.5 DU's (979 SF per DU)
- Quadrant 2 1 acre for every 49.5 DU's (880 SF per DU)
- Quadrant 3 1 acre for every 52.5 DU's (830 SF per DU)
- Quadrant 4 1 acre for every 50.0 DU's (871 SF per DU)

Land Dedication Summary

	Population	Acres of Parks	Service Level (People/Acre)	Service Level (DU/Acre)	Service Level (SF/DU)
Quadrant 1	22,273	209.7	107	44.5	979
Quadrant 2	13,436	113.3	119	49.5	880
Quadrant 3	10,750	85.2	126	52.5	830
Quadrant 4	21,043	174.1	121	50.0	871

Land Fee-in-Lieu Calculation

- Amounts shown in draft ordinance are maximum allowable based on methodology
- Board of Mayor and Aldermen will set fees at levels they deem appropriate

Quadrant 1

- Service Level 44.5 DU's per acre
- Cost of 1 acre of land \$271,000
- Cost for park land per DU \$ 6,090 (\$271,000/44.5)

Maximum Land Fees-in-Lieu by Quadrant

- Quadrant 1 \$6,090
- Quadrant 2 \$3,394
- Quadrant 3 \$3,104
- Quadrant 4 \$4,000

Park Development Fee

- Ordinance includes not only land dedication and fee-in-lieu, but also cost recovery for park development costs
- Process for approval and collection of development fees are the same as and proceeds simultaneously the park land dedication requirement

Basis for Park Development Fee

- Based on estimated cost to develop a generic 5-acre neighborhood park
- City will only consider developing parks 5 acres or larger

Opinion of Cost/Development Fee Calculation – COF Neighborhood Park – Quadrant 1

- Park development costs \$1,183,109 same for all quadrants

- Total DU's 9,280 population of 22,273/2.4 people per DU
- Park development cost per DU \$127 \$1,183,029/9,280

Park Development Fee by Quadrant

- Quadrant 1 \$127 per DU
- Quadrant 2 \$211 per DU
- Quadrant 3 \$264 per DU
- Quadrant 4 \$135 per DU

Maximum Park Dedication Fees Per DU

- Quadrant 1 \$6,217
- Quadrant 2 \$3,605
- Quadrant 3 \$3,368
- Quadrant 4 \$4,135

Ordinance Provisions

- BOMA has authority in determining how much, if any, land or fee may be accepted in lieu of dedication.
- BOMA may require fee-in-lieu instead of land dedication and vice versa.
- If City acquires land in a quadrant, BOMA may require fee-in-lieu until cost of acquisition is reimbursed.
- Allows developers to construct required park improvements in lieu of paying fees and dedicate to the City.
- Fees collected may only be used for park acquisition and construction in the same quadrant as the development paying the fees.
- At City's discretion, up to 50% of dedication and development requirement may be fulfilled by construction of certain privately owned and maintained park and recreation facilities.
- City shall review fees established and amount of land required every 3 years.
- Fees paid must be expended for park acquisition and development by the City within 5 years or developer can request prorated refund.

Park Land Guidelines

- Any land dedicated must be suitable for park and recreation uses; severe slopes restrict acceptability.
- Floodplain land **may** be accepted on a 3:1 basis (*3 acres of floodplain equals 1 acre of park land*)
- Detention/retention areas may not be used to meet dedication requirements.
- Desirable that 50% of the perimeter of the park land abuts a public street.

Quadrant 1 – Example Maximum Calculation

250 units Apartment development	\$1,048,008 Fee-in-lieu under existing ordinance	
Land dedication requirement	5.6 Acres	250 DU's/44.5 DU's per acre service level
Land fee-in-lieu requirement	\$1,522,500	250 x \$6,090 cost for park land per DU in Quad 1
Park development fee	\$31,750	250 DU's x \$127 cost for park development per DU
Total land fee-in-lieu and development fee	\$1,554,250	

Quadrant 2 – Example Maximum Calculation

30 units Assisted Living Development	\$75,240 Fee-in-lieu under existing ordinance	
Land dedication requirement	.6 Acres	30 DU's/49.5 DU's per acre service level
Land fee-in-lieu requirement	\$101,820	30 x \$3,394 cost for park land per DU in Quad 2
Park development fee	\$6,330	30 DU's x \$211 cost for park development per DU
Total land fee-in-lieu and development fee	\$108,150	

Summary

- Ordinance will be subject to further review and comment
- BOMA will have ultimate say on ordinance provisions, dedication requirements and fees
- BOMA action on the ordinance is expected later this summer or early fall

Discussion:

- Alderman McLendon: Concerns with requirement to use the fees in the same quadrant to which they were paid; special use parks are not included, and those are needed more than any other parks; doesn't take into account that some quadrants are more developed and built out than others; doesn't account for the rooftops in some quads; Quad 4 won't need parks until a massive development comes in. The Park at Harlinsdale Farm is a citywide park. The ordinance would serve building neighborhood parks. The calculations appear to be focused on the end need and not what is needed now. Many disconnected elements and will end up with an ordinance that doesn't address the highest priorities. The east side has four ball fields but no football fields.
- Mr. Fritts: There is nothing that prevents building ball fields, but have to make sure there are also passive use areas with the ball fields. It's cloudy if the money can be used for sports complexes. It has to meet the Nexus provision and Constitutionality provision. It must benefit all in that area. He suggested these concerns be addressed with Dr. Compton.
- Eric Stuckey: How do we deliver another Jim Warren Park on the East side of the City? The Southeast is underserved. Is that problem being fixed with this calculation?

- Mr. Fritts: The way this is structured is to serve new residents. It is not intended to serve existing residents. The funds can be used to expand existing parks, but cannot be used for maintenance.
- Alderman Petersen: Tennessee does not have a Home Rule Charter nor does the City of Franklin. Does this fall under that circumstance? She requested that be investigated. The Quad 1 fee is more than Road Impact fees and many are concerned about the roads and traffic.
- Alderman McLendon: Requested citations on the Nollan and Dolan cases. Lisa Clayton will forward those to him.
- The City does have other ways of funding parks as well.

15. Consideration of RESOLUTION 2015-37, a Resolution to Adopt the Estimate of Revenues and Expenditures for the Water and Sanitary Sewer Utility Fund for Fiscal Year 2015-2016 and Fiscal Year 2016-2017.

Mark Hilty, Water Management Director

Eric Stuckey commented on the approach taken on the water/sewer budget process. A two-year budget is adopted then brought back for review to determine if changes are necessary. The consumer rates are looked at in a four-year horizon with rates adopted as instructed by the Board. A year ago a rate study was done and a two-year rate schedule adopted. The rates are not expected to go up this year. Formal action on this budget will be at the August 11, 2015 BOMA meeting.

Mark Hilty presented the water/sewer budgets:

The Water Management Department's vision, in support of the City's vision statement, is to continually strive to enhance quality of life through exceptional, responsive, and cost effective water resources services. These services include drinking water treatment and distribution, wastewater collection and treatment, and reclaimed water distribution for customers located primarily in the City of Franklin.

Base Budget Request: Personnel – FY 2015

The Water Management Department experienced 39 personnel changes in FY 2015 including 3 voluntary demotions, 11 hires, 15 promotions, 7 resignations and 3 retirements. Training remained a focus with 10 staff receiving a license or professional certification.

Professional Certification/License	No.
Commercial Driver's License	1
Backflow Inspection and Testing Certification	3
Wastewater Collection Grade II	2
Water Distribution Grade II	2
Water Treatment Grade IV	1
TAUD Administrative Professional Certification	1

Base Budget Request: Personnel – FY 2016 and FY 2017 [Budget Document Pages 8-9]

The base personnel request for FY 2016 and 2017 is 85 budgeted positions. Budgeted positions include 54 staff members in the Wastewater Section and 31 staff members in the Water Section.

Base Budget Request: Operations [Budget Document Page 3]

	2013 Actual	2014 Actual	2015 Budget	2015 Estimated	2016 Budget	2017 Budget	2015 v. 2016 \$ %	
Beginning Balance	7,268,534	15,043,450	18,318,852	18,318,852	21,265,147	22,771,594		
Revenues	25,471,938	23,187,312	22,351,089	24,938,329	24,708,803	26,150,977	2,357,714	10.5%
Expenses								
Water	8,836,662	8,863,912	9,712,628	9,554,357	10,109,710	10,263,634	397,082	4.1%
Wastewater	8,738,586	10,904,872	12,433,961	12,252,625	12,889,816	13,345,613	455,855	3.7%
Reclaimed	121,504	143,126	196,075	185,051	202,831	204,075	6,756	3.4%
Expenses	17,697,022	19,911,910	22,342,664	21,992,034	23,202,356	23,813,322	859,692	3.8%
Ending Balance	15,043,450	18,318,852	18,327,277	21,265,147	22,771,594	25,109,249		

Base Budget Request: Capital [Budget Document Pages 14 & 18, and 33-34]

	A Actual 2013	B Actual 2014	C Budget 2015	D Estimated 2015	E Budget 2016	F 2017 Budget	G (E-C) Difference '15 v. '16 \$	H (E/C) % '15 v. '16
Wastewater Section								
Buildings	---	---	1,575	---	1,654	1,736	79	5.0%
Improvements	904,784	2,393,776	2,500,000	3,262,555	2,687,500	2,889,063	187,500	7.5%
Machinery/Equipment >25,000	---	319,200	932,400	88,173	986,035	998,586	53,635	5.8%
Capital	904,784	2,712,976	3,433,975	3,350,728	3,675,189	3,889,385	241,214	7.0%
Water Section								
Buildings	---	(33,269)	2,100	89	2,205	2,315	105	5.0%
Improvements	637,171	575,002	1,300,000	1,261,482	1,300,000	1,300,000	---	0.0%
Machinery/Equipment >25,000	63,955	44,195	189,250	30,567	193,713	198,398	4,463	2.4%
Capital	701,126	585,928	1,491,350	1,292,138	1,495,918	1,500,713	4,568	0.3%

Program Enhancement Requests – Personnel

[BUDGET DOCUMENT PAGES 8-9]

FY 2017 – Wastewater Section:

Addition of one crew in the Wastewater Section including 1 Utility Service Worker, 1 Equipment Operator and 1 Utility Crew Chief. The Utility Crew Chief had been previously budgeted in FY 2013 and prior years, however, work load at the time did not warrant the position.

FY 2017 – Wastewater Section:

Consideration of 1 additional Utilities Engineer. This request will be evaluated during the budget amendment process for FY 2017.

[BUDGET DOCUMENT PAGES 24-25]

FY 2018 – Wastewater Section:

Consideration to the formation of a Maintenance Division to be evaluated during preparation of the FY 2018 budget.

FY 2018 – Water Section:

Anticipate 1 additional Equipment Operator which will be evaluated during preparation of the FY 2018 budget.

Summary

	2013 Actual	2014 Actual	2015		2016 Budget	2017 Budget	2015 v. 2016	
			Budget	Estimated			\$	%
Beginning Balance	7,268,534	15,043,450	18,318,852	18,318,852	21,265,147	22,771,594		
Revenues	25,471,938	23,187,312	22,351,089	24,938,329	24,708,803	26,150,977	2,357,714	10.5%
Expenses								
Personnel	4,669,801	4,765,815	5,298,339	4,995,360	5,485,617	5,612,024	187,278	3.5%
Operations	11,421,311	11,847,191	12,119,000	12,353,807	12,545,632	12,811,200	426,632	3.5%
Capital	1,605,910	3,298,904	4,925,325	4,642,866	5,171,107	5,390,098	245,782	5.0%
Expenses	17,697,022	19,911,910	22,342,664	21,992,034	23,202,356	23,813,322	859,692	3.8%
Ending Balance	15,043,450	18,318,852	18,327,277	21,265,147	22,771,594	25,109,249		

The water and treatment plant upgrades will result in adjustments to customer rates spread out over time to make them as manageable as possible. The Five-Year Financial Plan reflects five years of rate adjustments. Cost of service analyses will be ongoing. Capital purchases will be done in a more efficient manner. One piece of equipment will be purchased each year. The Water Department is sharing equipment with the Streets Department as well.

Franklin water rates were compared to other utility districts rates for both Water and Sewer, Residential Inside Customers, and Non-Residential.

Discussion:

- Mr. Stuckey: The Water and Sanitary Sewer Funds are separate business units funded by ratepayers with no tax dollars involved.
- Mark Hilty: Evaluation of the cost of service is being done to make sure the numbers are in line. When the results are received the cost for projects will be evaluated. Fund balances, built in reserves, development fees collected, as well will go toward paying capital projects, reducing the amount that has to be borrowed.
- Claude Carmichael, 201 Deerfield Lane, Franklin: Gave the Board a spreadsheet "Franklin Water Production & Purchased vs. Water Consumed and Lost". He commented he was surprised by how much demand had dropped. He said the numbers in his document were taken from filings with the Tennessee Comptroller's office, and from HVUD. Highlighted in the report: Total water purchased and produced 9.5% decline since 2009; Annual consumption (MG) 13.6% decline since 2007; Reported water losses-3,180.74 MG; Water losses as % of Total Water purchased and produced -218.383 (MG lost more than WTP produced); Value of water lost \$6,759,205; Water purchased HVUD-MG 20.6% decline since 2009; Franklin Water produced Harpeth Plant-MG 10.8% decline since 2009; Franklin Plant Takes up all "slack" above HVUD minimum (MAX Franklin Production to meet current demand). He reviewed the report in detail and commented regarding some items in the City's documentation that were reported, but other items omitted, and thought that was odd. He thought the City's projection numbers up to 2017 were too high. In his opinion, the Board should schedule a work session to discuss the discrepancies and added the City Administrator's numbers didn't include capital costs and he wants the City to make a good financial analysis.
- Eric Stuckey: Loss is calculated every year. It is not just water loss, part of it is unbilled water. The City's numbers are fairly good compared to other systems. It is not exactly water flowing out the system. Annual leak surveys are done to lessen those numbers.

16. Continued Discussion and Update on Alternatives for the Second Vehicular Entrance/Exit to the Stream Valley Subdivision.

Eric Stuckey, City Administrator

Vernon Gerth, ACA Community & Economic Development

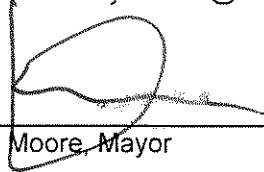
Again discussed the alternatives for the second access to Stream Valley subdivision. Vernon Gerth commented that he would report back to the Board when the parties made a decision. Alderman Petersen asked for a report on how much is in the flood plain if the access chosen is the easement.

Other Business

None

Adjournment

Work Session adjourned @ 6:57 p.m.



Dr. Ken Moore, Mayor

Minutes prepared by: Linda Fulwider, Board Recording Secretary, City Administrator's Office - updated 8/7/2015 2:40 PM

APPLICATION FOR BEER PERMIT
STATE OF TENNESSEE
CITY OF FRANKLIN

[illegible]

PERMITS SHALL BE ISSUED TO THE OWNER OF THE BUSINESS, WHETHER A PERSON, FIRM, CORPORATION, JOINT-STOCK COMPANY, SYNDICATE, OR ASSOCIATION.

- Person ☐ Firm ☐ Corp ☒ LLC ☐ Joint-stock co. ☐ Syndicate ☐ Association ☐

- Kelly Benton Black, William E. Tisano,
Johnathan Morrell

3. If the applicant is a corporation, are they authorized to do business in the State of Tennessee? YES

- The Honeysuckle
City of Franklin business account number 19208

5. Location of the business by street address. For special event, list location of the event.

1770 Galleria Blvd Ste A Franklin, TN 37067

Phone number of the business 615-771-2111

6. Please give the following information on the person who will be managing the business. This person is an owner ☐ or a managing agent ☒.

Name

Drivers

Date of

Home p

7. Specify the identity, address and daytime contact phone number of the person to receive annual privilege tax notices and any other communication from the City.

Name Caroline W. Black Title owner

Mailing Address 2000 Mallory Lane Ste 130-325

City, State, Zip Franklin, TN 37067

Daytime contact phone number 615-299-6343

corporate@thehoneysuckle.com

8. Will the permit be used to operate two or more restaurants or other businesses under the same permit as permitted by T.C.A. Section 57-5-103(a)(4) within the same building? Yes ☐ No ☒.

If so, specify number _____. List the names of the restaurants or other businesses and describe their location (use additional sheet if necessary)

9. Do you own the premises on which you will operate? No
If no, please give the name and address of the property owner.

Jubilee-Cooksprings, LLC
4300 E 5th Ave. Columbus, OH 43219

10. Has any person having at least 5% ownership interest, managers or employees of the business been convicted of any violation of beer or alcoholic beverage laws or any crime (other than minor traffic violations) within last ten (10) years? No If so, give particulars of each charge, court and date convicted.

11. Has this owner or the owners organization had a beer permit revoked, suspended, or denied in the State of Tennessee? Yes No X If so, please give date, place and cause of said revocation.

12. Give the name and address of the former beer permittee at this establishment.

Pie In The Sky Pizza, Inc. 1770 Galleria Blvd.
Ste A Franklin, TN 37067 (Caroline W. Black)

13. Give applicant's history of involvement in the beer business, if any.

Franklin City Beer Permit - Pie In The Sky Galleria Location, then
Lenox Village location + Lyle Ave loc. (Davidson Co.) then The Row,
Inc. (Davidson Co.) and Pie Madison (Madison Co. AL)

14. Give applicant's employment record for the past 10 years.

SELF Pie In The Sky Pizza, Inc. chartered
in Nashville, TN 2000, Nov.

15. What is the exact nature of the business in which you are applying for a beer permit?
(Restaurant, tavern, motel, etc.)

Restaurant

16. Will a full course menu be served? yes
17. Will separate and sanitary facilities be maintained for men and for women? yes

18. Will dancing be allowed on your premises? No
If yes, do you acknowledge that section 9-102 of the Franklin Municipal Code prohibits the operation of establishments allowing dancing between 1:30 AM and 8:00 AM? _____

TRAINING POLICY:

All beer applications must have a training policy submitted with application. This policy must include training regarding the sale of beer to minors.

19. Please read the following and upon signature of this application, you do understand and agree to comply if you are granted a permit.
- (a) You will not sell beer or similar beverages except at the place or places for which the beer board has issued your permit.
 - (b) You will not sell beer or any like beverage except in accordance with the terms of said permit.
 - (c) If this application is made for permit to sell and not for consumption on the premises, you will not sell for consumption on the premises and not allow consumption on the premises.
 - (d) You will rigidly enforce the law against sales to minors.
 - (e) You will prohibit gambling at your establishment and understand that the conduct of such activities on the premises will result in revocation of your permit.
 - (f) You will secure a certificate or statement from the health department or health officer that the premises covered by the application meet the requirements of the ordinances of the City of Franklin and the laws of the State of Tennessee.
 - (g) You will not attempt to transfer this permit to anyone else.
 - (h) You will display this permit in a prominent place in your establishment.
 - (i) You will not sell or distribute beer between the hours of 3:00 AM and 6:00 AM (8:00 AM for on premises consumption) during the week and between the hours of 3:00 AM Sunday and 12:00 Noon Sunday (10:00 AM for on premises consumption).
 - (j) You will prohibit the congregation at your establishment of those who reasonably appear to be intoxicated, lawless, rowdy, or prostitutes.
 - (k) You will not allow any liquor with alcoholic content of greater than five percent (5%) to be consumed on the premises.

- (l) You will not allow any sale or delivery of beer for consumption on the premises outside of the building, it being the intention to prohibit the sale of beer by what is commonly known as "curb service" or "curb sales" of beer.
- (m) You will comply with all requirements of section 2-201 through 2-229 of the municipal code of the City of Franklin.

A non-refundable \$250 fee must accompany this application and the application shall be submitted at least fifteen (15) days prior to the Beer Board meeting at which it is to be considered. If the application is approved you are required to provide documentation of sales tax registration to the city within ten days of approval. Any applicant making false statement in this application shall forfeit his permit and shall not be eligible to receive any permit for a period of ten years.

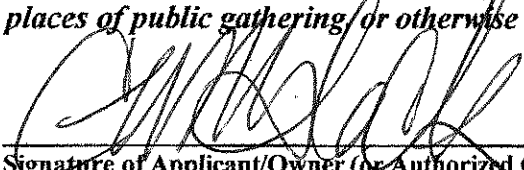
A privilege tax of \$100 is imposed on the business of selling, distributing, storing or manufacturing beer in this state effective January 1, 1994 and each successive January 1. Any holder of a beer permit issued after January 1, 1994 shall pay a pro rata portion of this annual tax when the permit is issued.

I hereby make application to the City of Franklin Beer Board for a beer permit.

The signing of this application acknowledges that I am aware of the laws prohibiting the sale of beer to minors.

I hereby certify that no person having at least a 5% ownership interest, nor any person to be employed in the distribution or sale of beer in my establishment has been convicted of any violation of the beer or alcoholic beverage laws or any crime involving moral turpitude within the past 10 years.

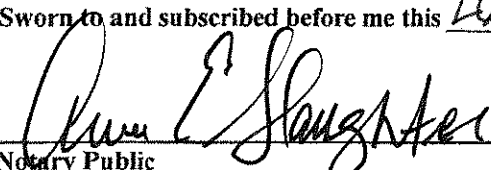
I am also aware that I shall not be issued a permit or my permit shall be revoked if my business location causes traffic congestion or interferes with schools, churches, or other public places of public gathering or otherwise interferes with public health, safety and morals.



Signature of Applicant/Owner (or Authorized Corporate Officer)

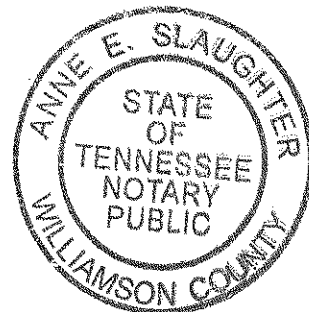
On behalf of: The Honeysuckle, Inc
Name of Business Entity

Sworn to and subscribed before me this 26 day of June, 20 15



Notary Public

My Commission Expires: 11-21-15



Official Use Only

Application Fee \$

250.00

Date Paid

6-29-15

Privilege Tax \$

50.00

Date Paid

7-6-15

Board Meeting Date

7.14.15

The Honeysuckle Alcohol Service Policy

1. It is the responsibility of all service personnel to ensure proper age verification when serving a guest. If the guest is not familiar they will be required to provide legal proof of age before being served. Any guest that is not 21 years of age or older will be refused service. As a minimum any guest that does not appear to be at least 30 years of age will be required to provide proof of age.
2. Documents that will be allowed as proof of ID: Valid State issued Driver's License or Identification Cards that can be confirmed using the state driver license handbook. Any Armed Service Identification card. A valid passport.
3. Service staff will be required to possess a current liquor service (ABC) card prior to starting training as an employee at The Honeysuckle.
4. Staff will be required to calculate age by adding 20 years to the Birthdate then adding one year.
5. Drink service will be measured using jigger pours.
6. Management will support any staff member that wishes to terminate drink service and will assist in enforcing this decision.
7. Service personnel will notify management the moment they become concerned with overserving.
8. Patrons in a group that are "designated drivers" will be provided complimentary Non-Alcoholic beverages such as Soda and Iced Tea or Coffee.
9. Management will arrange Taxi service for any Guest that appears too impaired to drive.
10. Management will be required to maintain a current book of all service personnel's ABC cards and ensure all personnel are current and will assist personnel in maintain current status. Any Staff member with an expired card will not be allowed to serve alcoholic beverages until they produce a current card.

POLICE DEPARTMENT

Deborah Y. Faulkner, EdD
Chief of Police



Dr. Ken Moore
Mayor

Eric S. Stuckey
City Administrator

June 29, 2015

TO: Chief Deborah Y. Faulkner *DF*
FROM: Mary E. Casteel
Mary E. Casteel, Communications Support Coordinator
THRU: Lieutenant Eric Anderson *EAD*
SUBJECT: Beer Board Background Checks

A check of Franklin Police Department records was completed on Christopher Byrd, Managing Agent for The Honeysuckle and found to be clear.

A check was completed through LexisNexis/Accurint and found to be clear.

Requested by: Christy McCandless

City of Franklin

P O Box 705
Franklin, TN 37065
(615) 791-3225

DATE: 6-29-15
TO: POLICE CHIEF
FROM: CHRISTY MCCANDLESS, ACCOUNT MGMT SUPERVISOR
RE: RECORDS CHECK FOR APPLICATION FOR BEER PERMIT
BEER BOARD MEETING DATE 7-14-15

- ☐ Applicant is requesting a temporary permit. Please return ASAP.
☒ Please return by 7-2-15 to provide information for Beer Board meeting agenda.

Name of Business The Honeysuckle
Location of Business 1770 Galleria Blvd, Ste A
Name of applicant The Honeysuckle LLC

Managing

Drivers Lic

Date of Bir

- ☐ Reco
denia
☐ Not recommending. Based on information available to date, the Police Dept. is not recommending approval of a permit.

CENTRAL RECORDS DIVISION
FRANKLIN POLICE DEPT

By Records check completed

Date 6.29.15

Approved [Signature]
Signature

City of Franklin

P O Box 705
Franklin, TN 37065
(615) 791-3225

DATE:

6-26-15

TO:

CODES DEPT
FIRE DEPT

FROM:

CHRISTY MCCANDLESS, ACCOUNT MGMT SUPERVISOR

RE:

BUILDING INSPECTIONS FOR APPLICATION FOR BEER PERMIT

- ☒ ON PREMISES PERMIT
☐ OFF PREMISES PERMIT
☐ ON AND OFF PREMISES PERMIT
☐ MANUFACTURER'S OR DISTRIBUTOR'S PERMIT
☐ SPECIAL EVENTS PERMIT

☒ Applicant is requesting a temporary permit. Please return ASAP.

☒ Please return by 7-2-15 to provide information for Beer Board meeting agenda.

Beer Board Meeting Date

7-14-15

Name of Business

The Honey Suckle (formerly Pre in the Sky Pizza)

Location of Business

1770 Galleria Blvd

CODES DEPT

Mattman
Building Inspector

6-29-15
Date

FIRE DEPT

Fire Inspector

Date

Wayn

City of Franklin

P O Box 705
Franklin, TN 37065
(615) 791-3225

DATE: 6-26-15

TO: **CODES DEPT**
FIRE DEPT

FROM: **CHRISTY MCCANDLESS, ACCOUNT MGMT SUPERVISOR**

RE: **BUILDING INSPECTIONS FOR APPLICATION FOR BEER PERMIT**

- ☒ ON PREMISES PERMIT
☐ OFF PREMISES PERMIT
☐ ON AND OFF PREMISES PERMIT
☐ MANUFACTURER'S OR DISTRIBUTOR'S PERMIT
☐ SPECIAL EVENTS PERMIT

ف Applicant is requesting a temporary permit. Please return ASAP.

ف Please return by 7-2-15 to provide information for Beer Board meeting agenda.

Beer Board Meeting Date 7-14-15

Name of Business

The Honeysuckle

(previously
He in the sky
Pizza)

Location of Business

1770 Galleria Blvd #A

CODES DEPT

Building Inspector

Date

FIRE DEPT

Fire Inspector

Wesley Madley

Date

6-29-15

This project is being
built out will inspect
through C.O.

Process
wm

APPLICATION FOR BEER PERMIT

STATE OF TENNESSEE

CITY OF FRANKLIN

PURSUANT TO SECTION 8 CHAPTER 2 OF THE CODE OF THE CITY OF FRANKLIN, TENNESSEE, AND THE REQUIREMENTS OF 57-5-101 ET. SEQ. OF THE TENNESSEE CODE ANNOTATED, I HEREBY MAKE APPLICATION FOR:

- ☒ ON PREMISES PERMIT
☐ OFF PREMISES PERMIT
☐ ON AND OFF PREMISES PERMIT
☐ MANUFACTURER'S OR DISTRIBUTOR'S PERMIT
☒ SPECIAL EVENTS PERMIT
- DATE OF EVENT OCTOBER 10TH
 HOURS OF EVENT 4:00 PM until 9:00 PM
- DATE PERMIT NEEDED 10/10/15

PERMITS SHALL BE ISSUED TO THE OWNER OF THE BUSINESS, WHETHER A PERSON, FIRM, CORPORATION, JOINT-STOCK COMPANY, SYNDICATE, OR ASSOCIATION.

- Owner (Applicant) SCOTT DUCAJ (CELEBRATION OF NATIONS)
 Person ☐ Firm ☐ Corp ☐ LLC ☐ Joint-stock co. ☐ Syndicate ☐ Association ☒
- List all persons, firm, joint-stock companies, syndicates, or associations having at least a 5% ownership interest in the business (attach additional sheet, if needed). Please give name and address.
SCOTT DUCAJ - 1725 JOHN SHAR RD. SPRING HILL TN
SHARON BOTTORFF -
- If the applicant is a corporation, are they authorized to do business in the State of Tennessee? YES
- Under what trade name will this business operate?
THE SISTER CITIES OF FRANKLIN & WILLIAMSON COUNTY
"CELEBRATION OF NATIONS"

City of Franklin business account number _____

5. Location of the business by street address. For special event, list location of the event.

4TH AVENUE SOUTH + THE ALLEY.

Phone number of the business 615-479-7751

6. Please give the following information on the person who will be managing the business. This person is an owner or a managing agent X.

Na

Dr

Da

Ho

7. Specify the identity, address and daytime contact phone number of the person to receive annual privilege tax notices and any other communication from the City.

Name SCOTT Ducaj Title FESTIVAL MANAGER

Mailing Address P.O. BOX 140835

City, State, Zip NASHVILLE, TN 37214

Daytime contact phone number 615-479-7751

8. Will the permit be used to operate two or more restaurants or other businesses under the same permit as permitted by T.C.A. Section 57-5-103(a)(4) within the same building? Yes No X.

If so, specify number . List the names of the restaurants or other businesses and describe their location (use additional sheet if necessary)

9. Do you own the premises on which you will operate? NO
If no, please give the name and address of the property owner.

CITY OF FRANKLIN
(4th AVENUE SOUTH & THE ALLEY)

10. Has any person having at least 5% ownership interest, managers or employees of the business been convicted of any violation of beer or alcoholic beverage laws or any crime (other than minor traffic violations) within last ten (10) years? NO If so, give particulars of each charge, court and date convicted.

11. Has this owner or the owners organization had a beer permit revoked, suspended, or denied in the State of Tennessee? Yes ___ No X If so, please give date, place and cause of said revocation.

12. Give the name and address of the former beer permittee at this establishment.

LAST YEAR. SAME EVENT
SISTER CITIES OF FRANKLIN &
WILLIAMSON COUNTY.

13. Give applicant's history of involvement in the beer business, if any.

15 YEARS, FESTIVALS.
1 OR 2 A YEAR THAT I SERVE BEER.

14. Give applicant's employment record for the past 10 years.

MUSICIAN - KENNY CHESNEY BAND,
DELBERT McCLINTON, ETC.
FESTIVAL ~~OR~~ COORDINATOR - 15 YEARS.

15. What is the exact nature of the business in which you are applying for a beer permit?
(Restaurant, tavern, motel, etc.)

CELEBRATION OF NATIONS FESTIVAL

16. Will a full course menu be served? YES
17. Will separate and sanitary facilities be maintained for men and for women? YES
18. Will dancing be allowed on your premises? YES
If yes, do you acknowledge that section 9-102 of the Franklin Municipal Code prohibits the operation of establishments allowing dancing between 1:30 AM and 8:00 AM? YES

TRAINING POLICY:

All beer applications must have a training policy submitted with application. This policy must include training regarding the sale of beer to minors.

19. Please read the following and upon signature of this application, you do understand and agree to comply if you are granted a permit.
- (a) You will not sell beer or similar beverages except at the place or places for which the beer board has issued your permit.
 - (b) You will not sell beer or any like beverage except in accordance with the terms of said permit.
 - (c) If this application is made for permit to sell and not for consumption on the premises, you will not sell for consumption on the premises and not allow consumption on the premises.
 - (d) You will rigidly enforce the law against sales to minors.
 - (e) You will prohibit gambling at your establishment and understand that the conduct of such activities on the premises will result in revocation of your permit.
 - (f) You will secure a certificate or statement from the health department or health officer that the premises covered by the application meet the requirements of the ordinances of the City of Franklin and the laws of the State of Tennessee.
 - (g) You will not attempt to transfer this permit to anyone else.
 - (h) You will display this permit in a prominent place in your establishment.
 - (i) You will not sell or distribute beer between the hours of 3:00 AM and 6:00 AM (8:00 AM for on premises consumption) during the week and between the hours of 3:00 AM Sunday and 12:00 Noon Sunday (10:00 AM for on premises consumption).
 - (j) You will prohibit the congregation at your establishment of those who reasonably appear to be intoxicated, lawless, rowdy, or prostitutes.
 - (k) You will not allow any liquor with alcoholic content of greater than five percent (5%) to be consumed on the premises.

- (l) You will not allow any sale or delivery of beer for consumption on the premises outside of the building, it being the intention to prohibit the sale of beer by what is commonly known as "curb service" or "curb sales" of beer.
- (m) You will comply with all requirements of section 2-201 through 2-229 of the municipal code of the City of Franklin.

A non-refundable \$250 fee must accompany this application and the application shall be submitted at least fifteen (15) days prior to the Beer Board meeting at which it is to be considered. If the application is approved you are required to provide documentation of sales tax registration to the city within ten days of approval. Any applicant making false statement in this application shall forfeit his permit and shall not be eligible to receive any permit for a period of ten years.

A privilege tax of \$100 is imposed on the business of selling, distributing, storing or manufacturing beer in this state effective January 1, 1994 and each successive January 1. Any holder of a beer permit issued after January 1, 1994 shall pay a pro rata portion of this annual tax when the permit is issued.

I hereby make application to the City of Franklin Beer Board for a beer permit.

The signing of this application acknowledges that I am aware of the laws prohibiting the sale of beer to minors.

I hereby certify that no person having at least a 5% ownership interest, nor any person to be employed in the distribution or sale of beer in my establishment has been convicted of any violation of the beer or alcoholic beverage laws or any crime involving moral turpitude within the past 10 years.

I am also aware that I shall not be issued a permit or my permit shall be revoked if my business location causes traffic congestion or interferes with schools, churches, or other public places of public gathering, or otherwise interferes with public health, safety and morals.

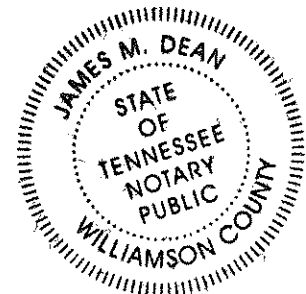
Shaun Bottorff
Signature of Applicant/Owner (or Authorized Corporate Officer)

On behalf of: Suster Cities
Name of Business Entity

Sworn to and subscribed before me this 13 day of July, 20 15

[Signature]
Notary Public

My Commission Expires: May 19, 2018



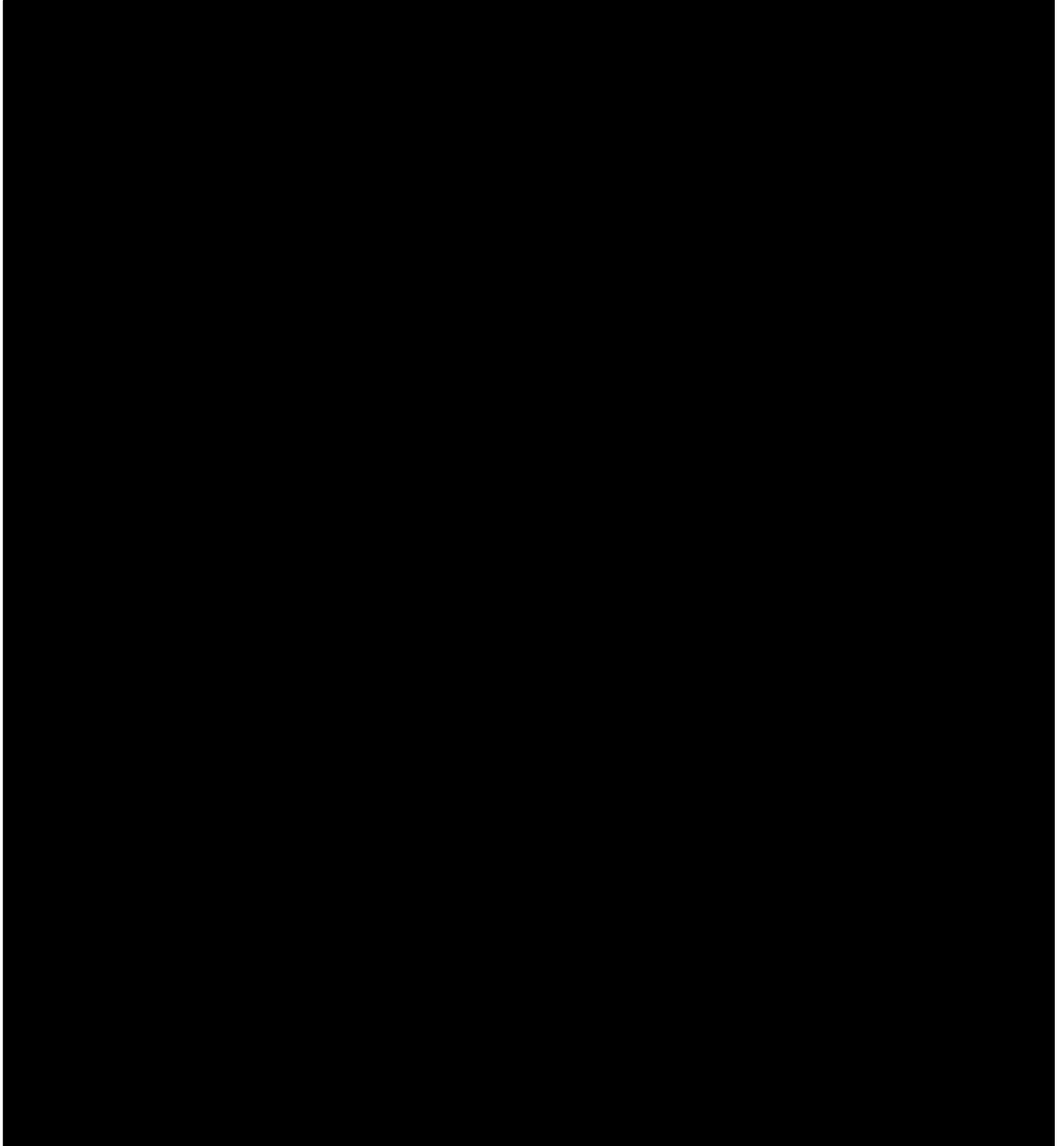
Official Use Only

Application Fee \$ 250.⁰⁰ Date Paid 7/13/15
Privilege Tax \$ _____ Date Paid _____
Board Meeting Date 8 / 11 / 15

Sister Cities of Franklin and Williamson County, Tennessee, Inc.

2014 Board of Directors

Officers



POLICE DEPARTMENT

Deborah Y. Faulkner, EdD
Chief of Police



Dr. Ken Moore
Mayor

Eric S. Stuckey
City Administrator

July 14, 2015

TO: Chief Deborah Y. Faulkner *DF*

FROM: *Mary E. Casteel*
Mary E. Casteel, Communications Support Coordinator

SUBJECT: Beer Board Background Checks

A check of Franklin Police Department records was completed on Janice Bwoman Ducaj, Managing Agent for Celebration of Nations and found to be clear.

A check was completed through LexisNexis/Accurint and found to be clear.

Requested by: Delisa Pugh

City of Franklin

P O Box 705
Franklin, TN 37065
(615) 791-3225

DATE: 7/13/15

TO: POLICE CHIEF

FROM: CHRISTY MCCANDLESS, ACCOUNT MGMT SUPERVISOR

RE: RECORDS CHECK FOR APPLICATION FOR BEER PERMIT

BEER BOARD MEETING DATE 8/11/15

☐ Applicant is requesting a temporary permit. Please return ASAP.

☒ Please return by 7/24/15 to provide information for Beer Board meeting agenda.

Name of Business "Celebration of Nations"
The Sister Cities of Franklin & Wmson. City.

Location of Business 4th Ave. South & the Alley

Name of applicant Scott Ducai (Celebration of Nations)

Manager

Driver

Date of

- ☐ Recommend. Based on information available to date, the applicant has no record requiring denial of the permit under the provisions of Title 8 of the Franklin Municipal Code.
- ☐ Not recommending. Based on information available to date, the Police Dept. is not recommending approval of a permit.

CENTRAL RECORDS DIVISION
FRANKLIN POLICE DEPT

By m. Cantel

Date 7-14-15

Approved _____
Signature

City of Franklin

P O Box 705
Franklin, TN 37065
(615) 791-3225

DATE:

7/13/15

TO:

CODES DEPT
FIRE DEPT

FROM:

CHRISTY MCCANDLESS, ACCOUNT MGMT SUPERVISOR

RE:

BUILDING INSPECTIONS FOR APPLICATION FOR BEER PERMIT



ON PREMISES PERMIT

OFF PREMISES PERMIT

ON AND OFF PREMISES PERMIT

MANUFACTURER'S OR DISTRIBUTOR'S PERMIT

SPECIAL EVENTS PERMIT



Applicant is requesting a temporary permit. Please return ASAP.



Please return by 7/24/15 to provide information for Beer Board meeting agenda.

Beer Board Meeting Date

8/11/15

Name of Business

("Celebration of Nations")
The Sister Cities of Franklin & Winston. City.

Location of Business

4th Ave. South & The Alley

CODES DEPT

[Signature]

Building Inspector

7-15-15

Date

FIRE DEPT

Fire Inspector

Date

City of Franklin

P O Box 705
Franklin, TN 37065
(615) 791-3225

DATE: 7/13/15

TO: CODES DEPT
FIRE DEPT

FROM: CHRISTY MCCANDLESS, ACCOUNT MGMT SUPERVISOR

RE: BUILDING INSPECTIONS FOR APPLICATION FOR BEER PERMIT

- ☐ ON PREMISES PERMIT
- ☐ OFF PREMISES PERMIT
- ☐ ON AND OFF PREMISES PERMIT
- ☐ MANUFACTURER'S OR DISTRIBUTOR'S PERMIT
- ☒ SPECIAL EVENTS PERMIT

☐ Applicant is requesting a temporary permit. Please return ASAP.

☒ Please return by 7/24/15 to provide information for Beer Board meeting agenda.

Beer Board Meeting Date 8/11/15

Name of Business "Celebration of Nations"
The Sister Cities of Franklin & Wmson. Cty.

Location of Business 4th Ave. South & The Alley

CODES DEPT

Building Inspector

Date

FIRE DEPT


Fire Inspector

7-20-15
Date

APPLICATION FOR BEER PERMIT
STATE OF TENNESSEE
CITY OF FRANKLIN

☒ ON PREMISES PERMIT
☐ OFF PREMISES PERMIT
☐ ON AND OFF PREMISES PERMIT
☒ MANUFACTURER'S OR DISTRIBUTOR'S PERMIT
☐ SPECIAL EVENTS PERMIT

DATE OF EVENT 8-20-15
 HOURS OF EVENT 5 pm - 9:30 p.m.

DATE PERMIT NEEDED 8-20-15

1. Owner (Applicant) Williamson County Association of Realtors
 Person ☐ Firm ☐ Corp ☐ LLC ☐ Joint-stock co. ☐ Syndicate ☐ Association ☒

none - we are a 501(c)(6) membership
association holding a charity event

3. If the applicant is a corporation, are they authorized to do business in the State of Tennessee? na

ma Burgers + Brews

City of Franklin business account number n/a

See attached
for Board
of Directors

*The event will be held at the eastern Hank Battle park

5. Location of the business by street address. For special event, list location of the event.

1646 Westgate Circle Suite 104 Brentwood, TN 37027

Phone number of the business 615-771-6845

6. Please give the following information on the person who will be managing the business. This person is _____

Name

Driver

Date of

Home

7. Specify the identity, address and daytime contact phone number of the person to receive annual privilege tax notices and any other communication from the City.

Name MARTIN VETO Title EXEC. V.P.

Mailing Address 1646 WESTGATE Circle Ste 104

City, State, Zip Brentwood, TN 37027

Daytime contact phone number 615-573-2871

8. Will the permit be used to operate two or more restaurants or other businesses under the same permit as permitted by T.C.A. Section 57-5-103(a)(4) within the same building? Yes ___ No ☒.

If so, specify number _____. List the names of the restaurants or other businesses and describe their location (use additional sheet if necessary)

9. Do you own the premises on which you will operate? NO
If no, please give the name and address of the property owner.

City of Franklin owns the EASTERN FLANK BATTLEFIELD
108 Third Ave South Franklin, TN 37065

10. Has any person having at least 5% ownership interest, managers or employees of the business been convicted of any violation of beer or alcoholic beverage laws or any crime (other than minor traffic violations) within last ten (10) years? ____ If so, give particulars of each charge, court and date convicted.

NO

11. Has this owner or the owners organization had a beer permit revoked, suspended, or denied in the State of Tennessee? Yes ____ No ____ If so, please give date, place and cause of said revocation.

NO.

12. Give the name and address of the former beer permittee at this establishment.

none

13. Give applicant's history of involvement in the beer business, if any.

none - has been involved with other
events w/ the Chamber & the Heritage Foundation

14. Give applicant's employment record for the past 10 years.

n/a

15. What is the exact nature of the business in which you are applying for a beer permit?
(Restaurant, tavern, motel, etc.) "Charity event - Burger & Brews the Realtors[®] Association's
16. Will a full course menu be served? yes young professionals network
17. Will separate and sanitary facilities be maintained for men and for women? yes to Benefit "Community Outreach" Ministers
18. Will dancing be allowed on your premises? no but we will have a small band
If yes, do you acknowledge that section 9-102 of the Franklin Municipal Code prohibits the operation of establishments allowing dancing between 1:30 AM and 8:00 AM? our event is 5:30-8:00 p.

TRAINING POLICY:

All beer applications must have a training policy submitted with application. This policy must include training regarding the sale of beer to minors.

19. Please read the following and upon signature of this application, you do understand and agree to comply if you are granted a permit.

- ✓(a) You will not sell beer or similar beverages except at the place or places for which the beer board has issued your permit.
- ✓(b) You will not sell beer or any like beverage except in accordance with the terms of said permit.
- ✓(c) If this application is made for permit to sell and not for consumption on the premises, you will not sell for consumption on the premises and not allow consumption on the premises.
- ✓(d) You will rigidly enforce the law against sales to minors.
- ✓(e) You will prohibit gambling at your establishment and understand that the conduct of such activities on the premises will result in revocation of your permit.
- ✓(f) You will secure a certificate or statement from the health department or health officer that the premises covered by the application meet the requirements of the ordinances of the City of Franklin and the laws of the State of Tennessee.
- ✓(g) You will not attempt to transfer this permit to anyone else.
- ✓(h) You will display this permit in a prominent place in your establishment.
- ✓(i) You will not sell or distribute beer between the hours of 3:00 AM and 6:00 AM (8:00 AM for on premises consumption) during the week and between the hours of 3:00 AM Sunday and 12:00 Noon Sunday (10:00 AM for on premises consumption).
- ✓(j) You will prohibit the congregation at your establishment of those who reasonably appear to be intoxicated, lawless, rowdy, or prostitutes.
- ✓(k) You will not allow any liquor with alcoholic content of greater than five percent (5%) to be consumed on the premises.

Understand & agree to comply.
Marta Rito

- (l) You will not allow any sale or delivery of beer for consumption on the premises outside of the building, it being the intention to prohibit the sale of beer by what is commonly known as "curb service" or "curb sales" of beer.
- (m) You will comply with all requirements of section 2-201 through 2-229 of the municipal code of the City of Franklin.

A non-refundable \$250 fee must accompany this application and the application shall be submitted at least fifteen (15) days prior to the Beer Board meeting at which it is to be considered. If the application is approved you are required to provide documentation of sales tax registration to the city within ten days of approval. Any applicant making false statement in this application shall forfeit his permit and shall not be eligible to receive any permit for a period of ten years.

A privilege tax of \$100 is imposed on the business of selling, distributing, storing or manufacturing beer in this state effective January 1, 1994 and each successive January 1. Any holder of a beer permit issued after January 1, 1994 shall pay a pro rata portion of this annual tax when the permit is issued.

I hereby make application to the City of Franklin Beer Board for a beer permit.

The signing of this application acknowledges that I am aware of the laws prohibiting the sale of beer to minors.

I hereby certify that no person having at least a 5% ownership interest, nor any person to be employed in the distribution or sale of beer in my establishment has been convicted of any violation of the beer or alcoholic beverage laws or any crime involving moral turpitude within the past 10 years.

I am also aware that I shall not be issued a permit or my permit shall be revoked if my business location causes traffic congestion or interferes with schools, churches, or other public places of public gathering, or otherwise interferes with public health, safety and morals.

Marte Veto

Signature of Applicant/Owner (or Authorized Corporate Officer)

On behalf of:

Name of Business Entity

Williamson Co. Assoc of Realtors®

Sworn to and subscribed before me this

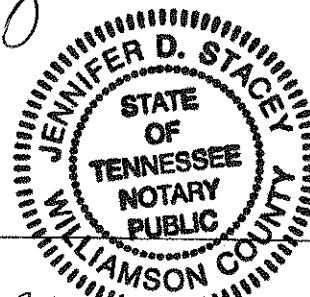
7 day of *July*, 20 *15*

Jennifer L. Stacey

Notary Public

My Commission Expires:

9/20/17



Official Use Only

Application Fee \$

250.00

Date Paid

7-21-15

Privilege Tax \$

Date Paid

Board Meeting Date

8/11/15

Board of Directors 2015

Name
Kerr, Chip- President
Logan, David - President-Elect
Wurth, Lisa - Sec/Treasurer
Taylor, Lisa Culp -Past President
Bickerstaff, Jennifer
Constantine, LeAnne
Daniel, Matt
Dunlap, Jennifer
Giffen, John
Shults, Kyle
Skiera, Ann
White, Tiffany

Chip Kerr

POLICE DEPARTMENT

Deborah Y. Faulkner, EdD
Chief of Police



Dr. Ken Moore
Mayor

Eric S. Stuckey
City Administrator

July 21, 2015

TO: Chief Deborah Y. Faulkner

FROM:

Mary E. Casteel
Mary E. Casteel, Communications Support Coordinator

SUBJECT: Beer Board Background Checks

A check of Franklin Police Department records was completed on Marti Veto, Managing Agent for Burgers & Brews/Williamson County Association of Realtors and found to be clear.

A check was completed through LexisNexis/Accurint and found to be clear.

Requested by: Christy McCandless

City of Franklin

P O Box 705
Franklin, TN 37065
(615) 791-3225

DATE: 7-21-15
TO: POLICE CHIEF
FROM: CHRISTY MCCANDLESS, ACCOUNT MGMT SUPERVISOR
RE: RECORDS CHECK FOR APPLICATION FOR BEER PERMIT
BEER BOARD MEETING DATE 8-11-15

- ☐ Applicant is requesting a temporary permit. Please return ASAP.
☒ Please return by 7-27-15 to provide information for Beer Board meeting agenda.

Name of Business Burgers & Brews / Wsm Co Assn of Realtors
Location of Business Eastern Flank Battle Park
Name of applicant Williamson County Assn of Realtors

Manager

Drivers

Date of

- ☐ Recommend. Based on information available to date, the applicant has no record requiring denial of the permit under the provisions of Title 8 of the Franklin Municipal Code.
☐ Not recommending. Based on information available to date, the Police Dept. is not recommending approval of a permit.

CENTRAL RECORDS DIVISION
FRANKLIN POLICE DEPT

By _____

Date _____

Approved _____
Signature

City of Franklin

P O Box 705
Franklin, TN 37065
(615) 791-3225

DATE: 7-21-15

TO: **CODES DEPT**
FIRE DEPT

FROM: **CHRISTY MCCANDLESS, ACCOUNT MGMT SUPERVISOR**

RE: **BUILDING INSPECTIONS FOR APPLICATION FOR BEER PERMIT**

- ☒ ON PREMISES PERMIT
- ☐ OFF PREMISES PERMIT
- ☐ ON AND OFF PREMISES PERMIT
- ☐ MANUFACTURER'S OR DISTRIBUTOR'S PERMIT
- ☒ SPECIAL EVENTS PERMIT

☒ Applicant is requesting a temporary permit. Please return ASAP.

☒ Please return by 7-27-15 to provide information for Beer Board meeting agenda.

Beer Board Meeting Date 8-11-15

Name of Business Burgers & Brews / Wsm Co Assn of Realtors

Location of Business Eastern Flank Battle Park

CODES DEPT

Building Inspector

Date

FIRE DEPT


Fire Inspector

7-23-15
Date

City of Franklin

P O Box 705
Franklin, TN 37065
(615) 791-3225

DATE: 7-21-15

TO: **CODES DEPT**
FIRE DEPT

FROM: **CHRISTY MCCANDLESS, ACCOUNT MGMT SUPERVISOR**

RE: **BUILDING INSPECTIONS FOR APPLICATION FOR BEER PERMIT**

- ☒ ON PREMISES PERMIT
☐ OFF PREMISES PERMIT
☐ ON AND OFF PREMISES PERMIT
☐ MANUFACTURER'S OR DISTRIBUTOR'S PERMIT
☒ SPECIAL EVENTS PERMIT

☒ Applicant is requesting a temporary permit. Please return ASAP.

☒ Please return by 7-27-15 to provide information for Beer Board meeting agenda.

Beer Board Meeting Date 8-11-15

Name of Business Burgers & Brews / Wsm Co Assn of Realtors

Location of Business Eastern Flank Battle Park

CODES DEPT

[Signature]
Building Inspector

7-21-15
Date

FIRE DEPT

Fire Inspector

Date

BURGERS & BREWS

5 PRE-REGISTER AT:
BURGERSANDBREWS.EVENTBRITE.COM

8/20/15 • 5P

\$30 TICKETS AT THE DOOR
INCLUDES ADMISSION
FOOD & BEVERAGES

AT EASTERN FLANK BATTLEFIELD PARK

AFTER HOURS MIXER SUPPORTING

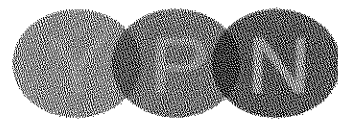
A GREAT LOCAL ORGANIZATION, COMMUNITY OUTREACH

ALL PROCEEDS GO TO COMMUNITY OUTREACH!

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Williamson County Association of Realtors
Engage • Connect • Succeed

TOUCHSTONE
TITLE & ESCROW, LLC

FIRST FARMERS.
Member FDIC



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Limestone Title • Montgomery & Associates • Refresh • Blalock Homes • Legacy Lending
Carbine & Associates • Ultrasound • Homeland Title

15-36

☒ ON PREMISES PERMIT
☐ OFF PREMISES PERMIT
☐ ON AND OFF PREMISES PERMIT
☐ MANUFACTURER'S OR DISTRIBUTOR'S PERMIT
☒ SPECIAL EVENTS PERMIT

DATE OF EVENT 10/16/2015
HOURS OF EVENT 7-10pm

PERMITS SHALL BE ISSUED TO THE OWNER OF THE BUSINESS, WHETHER A PERSON, FIRM, CORPORATION, JOINT-STOCK COMPANY, SYNDICATE, OR ASSOCIATION.

- See attached for list of Board of Directors

- ## Franklin Wine Festival

City of Franklin business account number NA

5. Location of the business by street address. For special event, list location of the event.

The Factory at Franklin; 230 Franklin Road; Franklin TN 37065

Phone number of the business (615) 191-1777

6. Please give the following information on the person who will be managing the business. This person is an owner _____ or a managing agent ☒



7. Specify the identity, address and daytime contact phone number of the person to receive annual privilege tax notices and any other communication from the City.

Name Carlyle Carroll Title CEO

Mailing Address 1704 Charlotte Avenue, Suite 130

City, State, Zip Nashville TN 37203

Daytime contact phone number 615-329-9191

8. Will the permit be used to operate two or more restaurants or other businesses under the same permit as permitted by T.C.A. Section 57-5-103(a)(4) within the same building? Yes ___ No ☒.

If so, specify number ____, List the names of the restaurants or other businesses and describe their location (use additional sheet if necessary)

9. Do you own the premises on which you will operate? NO
If no, please give the name and address of the property owner.

Factory at Franklin, LLC; 230 Franklin Road
Franklin TN 37065

10. Has any person having at least 5% ownership interest, managers or employees of the business been convicted of any violation of beer or alcoholic beverage laws or any crime (other than minor traffic violations) within last ten (10) years? NO If so, give particulars of each charge, court and date convicted.

11. Has this owner or the owners organization had a beer permit revoked, suspended, or denied in the State of Tennessee? Yes ___ No ✓ If so, please give date, place and cause of said revocation.

12. Give the name and address of the former beer permittee at this establishment.

N/A

13. Give applicant's history of involvement in the beer business, if any.

This event has obtained a beer permit from 2008-2014.
These have been our only applications.

14. Give applicant's employment record for the past 10 years.

Nashville Area Chamber of Commerce -
Exec. VP of Economic Development 2003-2013
Big Brother Big Sisters - CEO 2013-Present

15. What is the exact nature of the business in which you are applying for a beer permit?
(Restaurant, tavern, motel, etc.)

Fundraising Event

16. Will a full course menu be served? No, food and wine tastings.
17. Will separate and sanitary facilities be maintained for men and for women? yes
18. Will dancing be allowed on your premises? yes
If yes, do you acknowledge that section 9-102 of the Franklin Municipal Code prohibits the operation of establishments allowing dancing between 1:30 AM and 8:00 AM? yes

TRAINING POLICY:

All beer applications must have a training policy submitted with application. This policy must include training regarding the sale of beer to minors.

19. Please read the following and upon signature of this application, you do understand and agree to comply if you are granted a permit.
- (a) You will not sell beer or similar beverages except at the place or places for which the beer board has issued your permit.
 - (b) You will not sell beer or any like beverage except in accordance with the terms of said permit.
 - (c) If this application is made for permit to sell and not for consumption on the premises, you will not sell for consumption on the premises and not allow consumption on the premises.
 - (d) You will rigidly enforce the law against sales to minors.
 - (e) You will prohibit gambling at your establishment and understand that the conduct of such activities on the premises will result in revocation of your permit.
 - (f) You will secure a certificate or statement from the health department or health officer that the premises covered by the application meet the requirements of the ordinances of the City of Franklin and the laws of the State of Tennessee.
 - (g) You will not attempt to transfer this permit to anyone else.
 - (h) You will display this permit in a prominent place in your establishment.
 - (i) You will not sell or distribute beer between the hours of 3:00 AM and 6:00 AM (8:00 AM for on premises consumption) during the week and between the hours of 3:00 AM Sunday and 12:00 Noon Sunday (10:00 AM for on premises consumption).
 - (j) You will prohibit the congregation at your establishment of those who reasonably appear to be intoxicated, lawless, rowdy, or prostitutes.
 - (k) You will not allow any liquor with alcoholic content of greater than five percent (5%) to be consumed on the premises.

- (l) You will not allow any sale or delivery of beer for consumption on the premises outside of the building, it being the intention to prohibit the sale of beer by what is commonly known as "curb service" or "curb sales" of beer.
- (m) You will comply with all requirements of section 2-201 through 2-229 of the municipal code of the City of Franklin.

A non-refundable \$250 fee must accompany this application and the application shall be submitted at least fifteen (15) days prior to the Beer Board meeting at which it is to be considered. If the application is approved you are required to provide documentation of sales tax registration to the city within ten days of approval. Any applicant making false statement in this application shall forfeit his permit and shall not be eligible to receive any permit for a period of ten years.

A privilege tax of \$100 is imposed on the business of selling, distributing, storing or manufacturing beer in this state effective January 1, 1994 and each successive January 1. Any holder of a beer permit issued after January 1, 1994 shall pay a pro rata portion of this annual tax when the permit is issued.

I hereby make application to the City of Franklin Beer Board for a beer permit.

The signing of this application acknowledges that I am aware of the laws prohibiting the sale of beer to minors.

I hereby certify that no person having at least a 5% ownership interest, nor any person to be employed in the distribution or sale of beer in my establishment has been convicted of any violation of the beer or alcoholic beverage laws or any crime involving moral turpitude within the past 10 years.

I am also aware that I shall not be issued a permit or my permit shall be revoked if my business location causes traffic congestion or interferes with schools, churches, or other public places of public gathering, or otherwise interferes with public health, safety and morals.

[Signature]

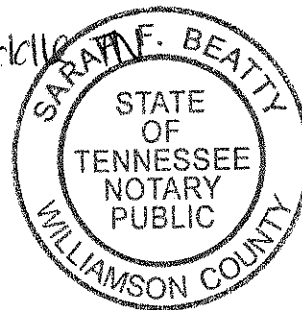
Signature of Applicant/Owner (or Authorized Corporate Officer)

On behalf of: Big Brothers Big Sisters of Middle
Name of Business Entity

Sworn to and subscribed before me this 8th day of July, 20 15

Sarah F. Beatty
Sarah J. Beatty

Notary Public



My Commission Expires: May 30, 2016

Official Use Only

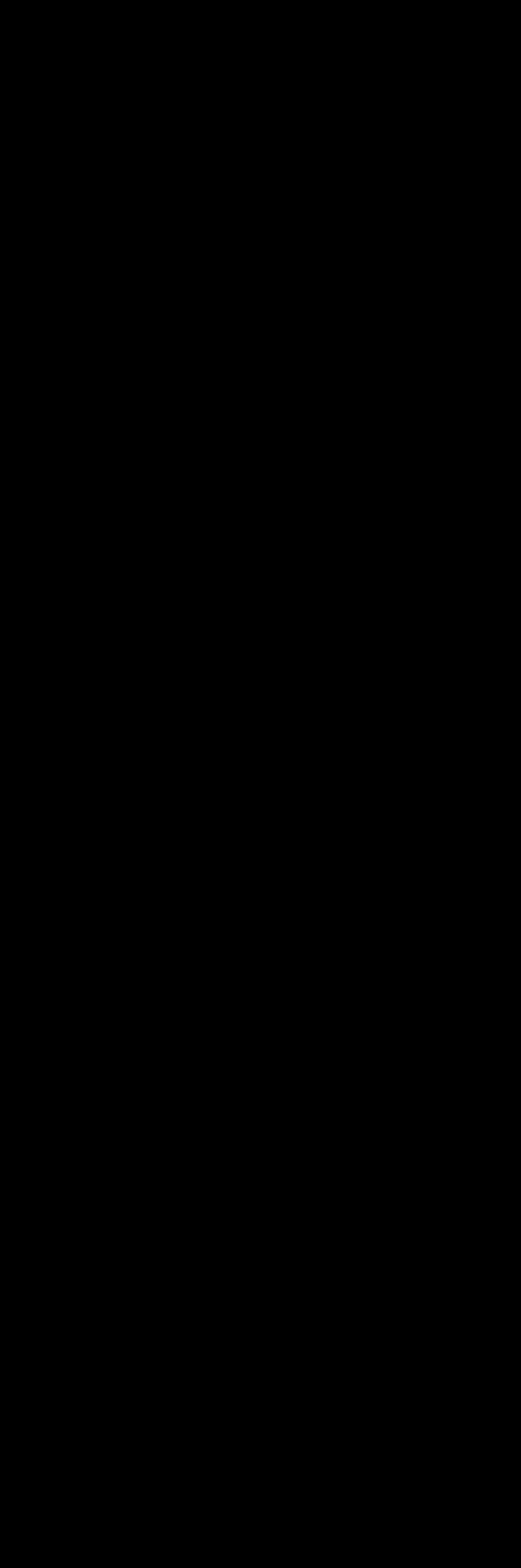
Application Fee \$ 250⁰⁰ Date Paid 7.21.15

Privilege Tax \$ _____ Date Paid _____

Board Meeting Date 8.11.15

First Name	Last Name
Karen	Ahern
Mike	Arthur
Doug	Brandon
Sidney	Chambers
James	Crumlin
Randy	Gibson
Terrence	Graves
Chad	Greer
John	Hollingsworth
Kelley	Kee
Matt	Knight YL
Mark	Kimbrough
Lauren	Lane
Steve	Martin
Chris	Maples
Thomas	McDaniel
Matthew	Nicholson
Ralph	Ockenfels
Amanda	Philips
Tom	Price
Becky	Sharpe
Thomas	Shumate, IV
Benson	Sloan
Chris	Steigerwald
Charles	Story
Jarrett	Strickland
Sara Jo	Walker
Kim	White

Cynthia	Whitfield
DJ	Wootson
President	Cynthia Wh
Vice President	Thomas Mc
Treasurer	Chad Greer
Secretary	Matt Knight
Immediate Past President	John Holling
	Tom Price



POLICE DEPARTMENT

Deborah Y. Faulkner, EdD
Chief of Police



Dr. Ken Moore
Mayor

Eric S. Stuckey
City Administrator

July 21, 2015

TO: Chief Deborah Y. Faulkner

FROM:

Mary E. Casteel
Mary E. Casteel, Communications Support Coordinator

SUBJECT: Beer Board Background Checks

A check of Franklin Police Department records was completed on Carlyle Carrol, Managing Agent for Big Brothers, Big Sisters of Middle TN and found to be clear.

A check was completed through LexisNexis/Accurint and found to be clear.

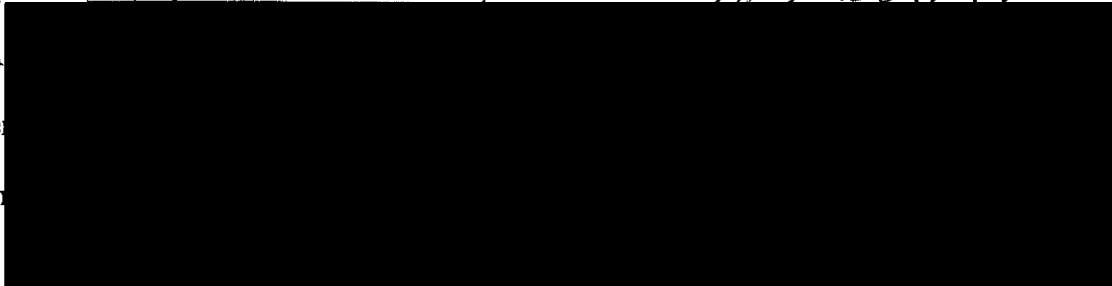
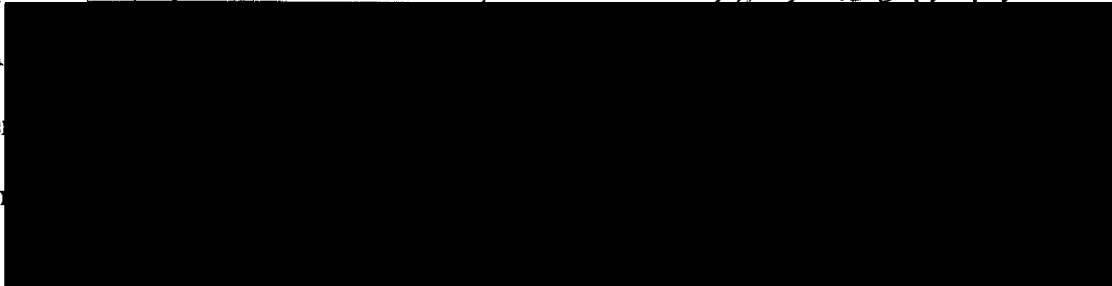
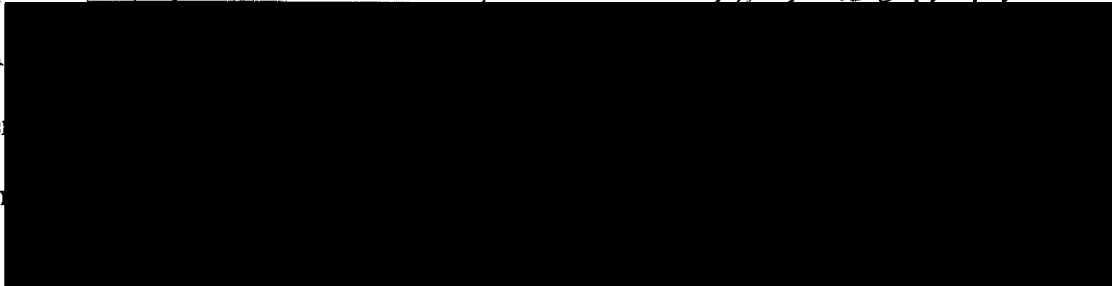
Requested by: Christy McCandless

City of Franklin

P O Box 705
Franklin, TN 37065
(615) 791-3225

DATE: 7-21-15
TO: POLICE CHIEF
FROM: CHRISTY MCCANDLESS, ACCOUNT MGMT SUPERVISOR
RE: RECORDS CHECK FOR APPLICATION FOR BEER PERMIT
BEER BOARD MEETING DATE 8-11-15

- ☐ Applicant is requesting a temporary permit. Please return ASAP.
☒ Please return by 7-27-15 to provide information for Beer Board meeting agenda.

Name of Business Franklin Wine Festival
Location of Business 230 Franklin Rd (The Factory)
Name of applicant Big Brothers Big Sisters of Middle TN
Managing Agent 
Drivers License 
Date of Birth 

- ☐ Recommend. Based on information available to date, the applicant has no record requiring denial of the permit under the provisions of Title 8 of the Franklin Municipal Code.
☐ Not recommending. Based on information available to date, the Police Dept. is not recommending approval of a permit.

CENTRAL RECORDS DIVISION
FRANKLIN POLICE DEPT

By _____

Date _____

Approved _____
Signature

City of Franklin

P O Box 705
Franklin, TN 37065
(615) 791-3225

DATE: 7-21-15
TO: CODES DEPT
FIRE DEPT
FROM: CHRISTY MCCANDLESS, ACCOUNT MGMT SUPERVISOR
RE: BUILDING INSPECTIONS FOR APPLICATION FOR BEER PERMIT

- ☒ ON PREMISES PERMIT
☐ OFF PREMISES PERMIT
☐ ON AND OFF PREMISES PERMIT
☒ MANUFACTURER'S OR DISTRIBUTOR'S PERMIT
☐ SPECIAL EVENTS PERMIT

☒ Applicant is requesting a temporary permit. Please return ASAP.

☒ Please return by 7-27-15 to provide information for Beer Board meeting agenda.

Beer Board Meeting Date 8-11-15

Name of Business Franklin Wine Festival / Big Brothers
Big Sisters
Location of Business 230 Franklin Rd (The Factory)

CODES DEPT

Building Inspector

Date

FIRE DEPT

Jonathan Boyd
Fire Inspector

7-23-15
Date

City of Franklin

P O Box 705
Franklin, TN 37065
(615) 791-3225

DATE: 7-21-15

TO: ~~CODES DEPT~~
FIRE DEPT

FROM: CHRISTY MCCANDLESS, ACCOUNT MGMT SUPERVISOR

RE: BUILDING INSPECTIONS FOR APPLICATION FOR BEER PERMIT

- ☒ ON PREMISES PERMIT
☐ OFF PREMISES PERMIT
☐ ON AND OFF PREMISES PERMIT
☒ MANUFACTURER'S OR DISTRIBUTOR'S PERMIT
☐ SPECIAL EVENTS PERMIT

☒ Applicant is requesting a temporary permit. Please return ASAP.

☒ Please return by 7-27-15 to provide information for Beer Board meeting agenda.

Beer Board Meeting Date 8-11-15

Name of Business Franklin Wine Festival / Big Brothers
Big Sisters

Location of Business 230 Franklin Rd (The Factory)

CODES DEPT

[Signature]
Building Inspector

7-22-15
Date

FIRE DEPT

Fire Inspector

Date

APPLICATION FOR BEER PERMIT
STATE OF TENNESSEE
CITY OF FRANKLIN

PURSUANT TO SECTION 8 CHAPTER 2 OF THE CODE OF THE CITY OF FRANKLIN, TENNESSEE, AND THE REQUIREMENTS OF 57-5-101 ET. SEQ. OF THE TENNESSEE CODE ANNOTATED, I HEREBY MAKE APPLICATION FOR:

- ☒ ON PREMISES PERMIT
☐ OFF PREMISES PERMIT
☐ ON AND OFF PREMISES PERMIT
☐ MANUFACTURER'S OR DISTRIBUTOR'S PERMIT
☒ SPECIAL EVENTS PERMIT
- DATE OF EVENT 9/12/15
 HOURS OF EVENT 5:30pm - 11:00pm

DATE PERMIT NEEDED 9/12/15

PERMITS SHALL BE ISSUED TO THE OWNER OF THE BUSINESS, WHETHER A PERSON, FIRM, CORPORATION, JOINT-STOCK COMPANY, SYNDICATE, OR ASSOCIATION.

1. Owner (Applicant) WESTHAVEN FOUNDATION
 Person Firm Corp X LLC Joint-stock co. Syndicate Association
2. List all persons, firm, joint-stock companies, syndicates, or associations having at least a 5% ownership interest in the business (attach additional sheet, if needed). Please give name and address.
N/A See attached for
board of directors
3. If the applicant is a corporation, are they authorized to do business in the State of Tennessee? YES
4. Under what trade name will this business operate?
FRANKLIN 4 THE CURE
- City of Franklin business account number N/A

5. Location of the business by street address. For special event, list location of the event.

401 CHELTENHAM AVE FRANKLIN TN 37064

Phone number of the business 615-791-6740

6. Please give the following information on the person who will be managing the business. This person is an owner _____ or a managing agent _____.

Name

Date

Date

Home

7. Specify the identity, address and daytime contact phone number of the person to receive annual privilege tax notices and any other communication from the City.

Name AMY LAW Title _____

Mailing Address 401 CHELTENHAM AVE

City, State, Zip FRANKLIN TN 37064

Daytime contact phone number 615-642.2948

8. Will the permit be used to operate two or more restaurants or other businesses under the same permit as permitted by T.C.A. Section 57-5-103(a)(4) within the same building? Yes _____ No ✓ SPECIAL EVENT ONLY

If so, specify number _____. List the names of the restaurants or other businesses and describe their location (use additional sheet if necessary)

9. Do you own the premises on which you will operate? No
If no, please give the name and address of the property owner.

WESTHAVEN RESIDENTIAL DISTRICT ASSOCIATION

401 CHELTENHAM AVE FRANKLIN TN 37064

10. Has any person having at least 5% ownership interest, managers or employees of the business been convicted of any violation of beer or alcoholic beverage laws or any crime (other than minor traffic violations) within last ten (10) years? No If so, give particulars of each charge, court and date convicted.

N/A

11. Has this owner or the owners organization had a beer permit revoked, suspended, or denied in the State of Tennessee? Yes ___ No ___ If so, please give date, place and cause of said revocation.

N/A

12. Give the name and address of the former beer permittee at this establishment.

N/A

13. Give applicant's history of involvement in the beer business, if any.

N/A

14. Give applicant's employment record for the past 10 years.

N/A

15. What is the exact nature of the business in which you are applying for a beer permit?
(Restaurant, tavern, motel, etc.)

SPECIAL EVENT - FUNDRAISING CONCENT

16. Will a full course menu be served? No
17. Will separate and sanitary facilities be maintained for men and for women? YES
18. Will dancing be allowed on your premises? YES
If yes, do you acknowledge that section 9-102 of the Franklin Municipal Code prohibits the operation of establishments allowing dancing between 1:30 AM and 8:00 AM? YES

TRAINING POLICY:

All beer applications must have a training policy submitted with application. This policy must include training regarding the sale of beer to minors.

19. Please read the following and upon signature of this application, you do understand and agree to comply if you are granted a permit.
- (a) You will not sell beer or similar beverages except at the place or places for which the beer board has issued your permit.
 - (b) You will not sell beer or any like beverage except in accordance with the terms of said permit.
 - (c) If this application is made for permit to sell and not for consumption on the premises, you will not sell for consumption on the premises and not allow consumption on the premises.
 - (d) You will rigidly enforce the law against sales to minors.
 - (e) You will prohibit gambling at your establishment and understand that the conduct of such activities on the premises will result in revocation of your permit.
 - (f) You will secure a certificate or statement from the health department or health officer that the premises covered by the application meet the requirements of the ordinances of the City of Franklin and the laws of the State of Tennessee.
 - (g) You will not attempt to transfer this permit to anyone else.
 - (h) You will display this permit in a prominent place in your establishment.
 - (i) You will not sell or distribute beer between the hours of 3:00 AM and 6:00 AM (8:00 AM for on premises consumption) during the week and between the hours of 3:00 AM Sunday and 12:00 Noon Sunday (10:00 AM for on premises consumption).
 - (j) You will prohibit the congregation at your establishment of those who reasonably appear to be intoxicated, lawless, rowdy, or prostitutes.
 - (k) You will not allow any liquor with alcoholic content of greater than five percent (5%) to be consumed on the premises.

- (l) You will not allow any sale or delivery of beer for consumption on the premises outside of the building, it being the intention to prohibit the sale of beer by what is commonly known as "curb service" or "curb sales" of beer.
- (m) You will comply with all requirements of section 2-201 through 2-229 of the municipal code of the City of Franklin.

A non-refundable \$250 fee must accompany this application and the application shall be submitted at least fifteen (15) days prior to the Beer Board meeting at which it is to be considered. If the application is approved you are required to provide documentation of sales tax registration to the city within ten days of approval. Any applicant making false statement in this application shall forfeit his permit and shall not be eligible to receive any permit for a period of ten years.

A privilege tax of \$100 is imposed on the business of selling, distributing, storing or manufacturing beer in this state effective January 1, 1994 and each successive January 1. Any holder of a beer permit issued after January 1, 1994 shall pay a pro rata portion of this annual tax when the permit is issued.

I hereby make application to the City of Franklin Beer Board for a beer permit.

The signing of this application acknowledges that I am aware of the laws prohibiting the sale of beer to minors.

I hereby certify that no person having at least a 5% ownership interest, nor any person to be employed in the distribution or sale of beer in my establishment has been convicted of any violation of the beer or alcoholic beverage laws or any crime involving moral turpitude within the past 10 years.

I am also aware that I shall not be issued a permit or my permit shall be revoked if my business location causes traffic congestion or interferes with schools, churches, or other public places of public gathering, or otherwise interferes with public health, safety and morals.

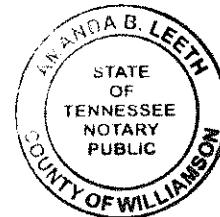
AmLaw

Signature of Applicant/Owner (or Authorized Corporate Officer)

On behalf of: THE WESTHAVEN FOUNDATION
Name of Business Entity

Sworn to and subscribed before me this 15 day of July, 20 15

Ann B. Leeth
Notary Public



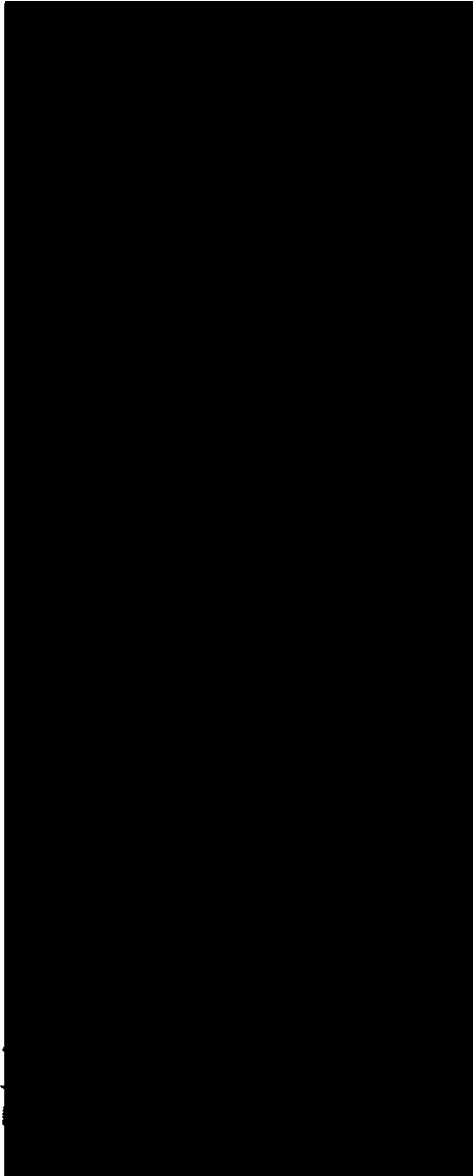
My Commission Expires July 16, 2018

My Commission Expires: 7-14-18

Official Use Only

Application Fee \$ 250.00 Date Paid 7-21-15
Privilege Tax \$ _____ Date Paid _____
Board Meeting Date 8, 11, 15

The Westhaven Foundation Board Members



POLICE DEPARTMENT

Deborah Y. Faulkner, EdD
Chief of Police



Dr. Ken Moore
Mayor

Eric S. Stuckey
City Administrator

July 21, 2015

TO: Chief Deborah Y. Faulkner

FROM:

Mary E. Casteel
Mary E. Casteel, Communications Support Coordinator

SUBJECT: Beer Board Background Checks

A check of Franklin Police Department records was completed on Amy Law, Managing Agent for Westhaven Foundation and found to be clear.

A check was completed through LexisNexis/Accurint and found to be clear.

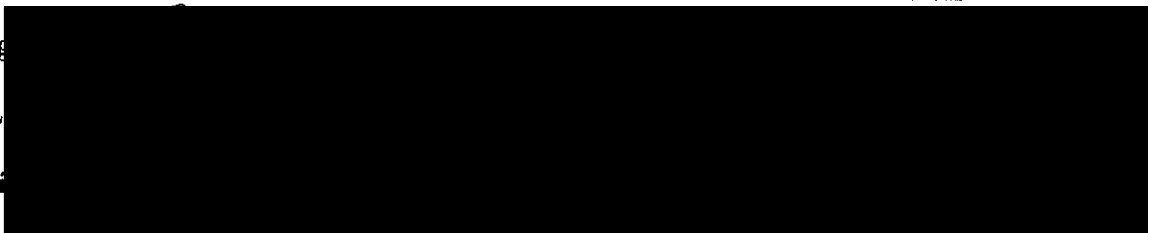
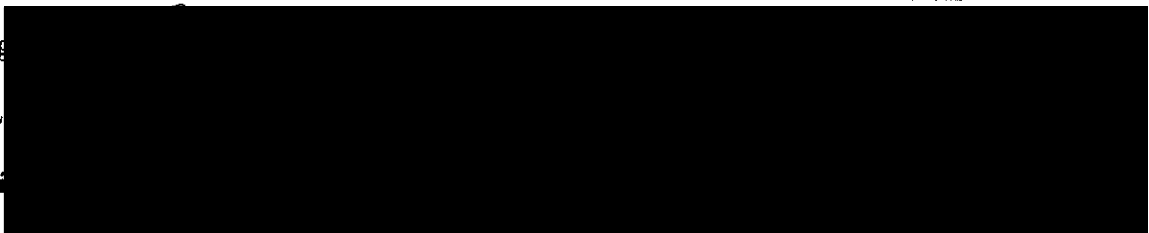
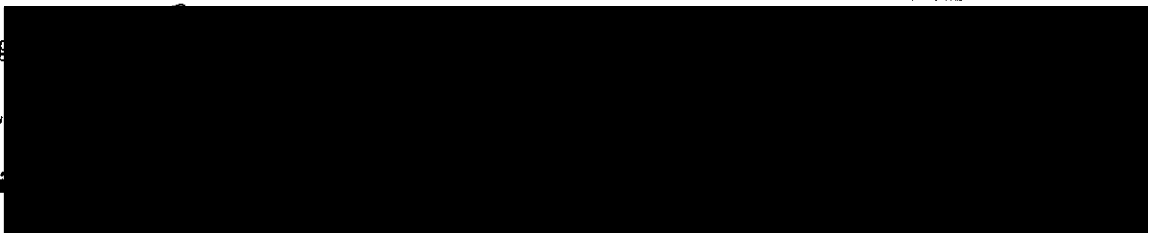
Requested by: Christy McCandless

City of Franklin

P O Box 705
Franklin, TN 37065
(615) 791-3225

DATE: 7-21-15
TO: POLICE CHIEF
FROM: CHRISTY MCCANDLESS, ACCOUNT MGMT SUPERVISOR
RE: RECORDS CHECK FOR APPLICATION FOR BEER PERMIT
BEER BOARD MEETING DATE 8-11-15

- ☐ Applicant is requesting a temporary permit. Please return ASAP.
☒ Please return by 7-27-15 to provide information for Beer Board meeting agenda.

Name of Business Franklin For the Cure
Location of Business 401 Cheltenham Ave
Name of applicant Westhaven Foundation
Managing 
Drivers L 
Date of B 

- ☐ Recommend. Based on information available to date, the applicant has no record requiring denial of the permit under the provisions of Title 8 of the Franklin Municipal Code.
☐ Not recommending. Based on information available to date, the Police Dept. is not recommending approval of a permit.

CENTRAL RECORDS DIVISION
FRANKLIN POLICE DEPT

By _____

Date _____

Approved _____
Signature

City of Franklin

P O Box 705
Franklin, TN 37065
(615) 791-3225

DATE: 7-21-15

TO: **CODES DEPT**
FIRE DEPT

FROM: **CHRISTY MCCANDLESS, ACCOUNT MGMT SUPERVISOR**

RE: **BUILDING INSPECTIONS FOR APPLICATION FOR BEER PERMIT**

- ☒ ON PREMISES PERMIT
☐ OFF PREMISES PERMIT
☐ ON AND OFF PREMISES PERMIT
☐ MANUFACTURER'S OR DISTRIBUTOR'S PERMIT
☒ SPECIAL EVENTS PERMIT

ف Applicant is requesting a temporary permit. Please return ASAP.

ف Please return by 7-27-15 to provide information for Beer Board meeting agenda.

Beer Board Meeting Date 8-11-15

Name of Business Franklin For The Cure/Westhaven Foundation

Location of Business 401 Cheltenham Ave

CODES DEPT

[Signature]
Building Inspector

7-21-15
Date

FIRE DEPT

Fire Inspector

Date

City of Franklin

P O Box 705
Franklin, TN 37065
(615) 791-3225

DATE: 7-21-15

TO: **CODES DEPT**
FIRE DEPT

FROM: **CHRISTY MCCANDLESS, ACCOUNT MGMT SUPERVISOR**

RE: **BUILDING INSPECTIONS FOR APPLICATION FOR BEER PERMIT**

- ☒ ON PREMISES PERMIT
☐ OFF PREMISES PERMIT
☐ ON AND OFF PREMISES PERMIT
☐ MANUFACTURER'S OR DISTRIBUTOR'S PERMIT
☒ SPECIAL EVENTS PERMIT

☒ Applicant is requesting a temporary permit. Please return ASAP.

☒ Please return by 7-27-15 to provide information for Beer Board meeting agenda.

Beer Board Meeting Date 8-11-15

Name of Business Franklin For The Cure / Westhaven Foundation

Location of Business 401 Cheltenham Ave

CODES DEPT

Building Inspector

Date

FIRE DEPT

Jonathan D. Day
Fire Inspector

7-27-15
Date

15.38

☒ ON PREMISES PERMIT
☐ OFF PREMISES PERMIT
☐ ON AND OFF PREMISES PERMIT
☐ MANUFACTURER'S OR DISTRIBUTOR'S PERMIT
☒ SPECIAL EVENTS PERMIT

DATE OF EVENT 10/24/2015
HOURS OF EVENT 10am - 8pm

PERMITS SHALL BE ISSUED TO THE OWNER OF THE BUSINESS, WHETHER A PERSON, FIRM, CORPORATION, JOINT-STOCK COMPANY, SYNDICATE, OR ASSOCIATION.

- Person ☐ Firm ☐ Corp ☐ LLC ☐ Joint-stock co. ☐ Syndicate ☐ Association ☒

- see attached for board of directors

3. If the applicant is a corporation, are they authorized to do business in the State of Tennessee? yes

- ## Pumpkinfest

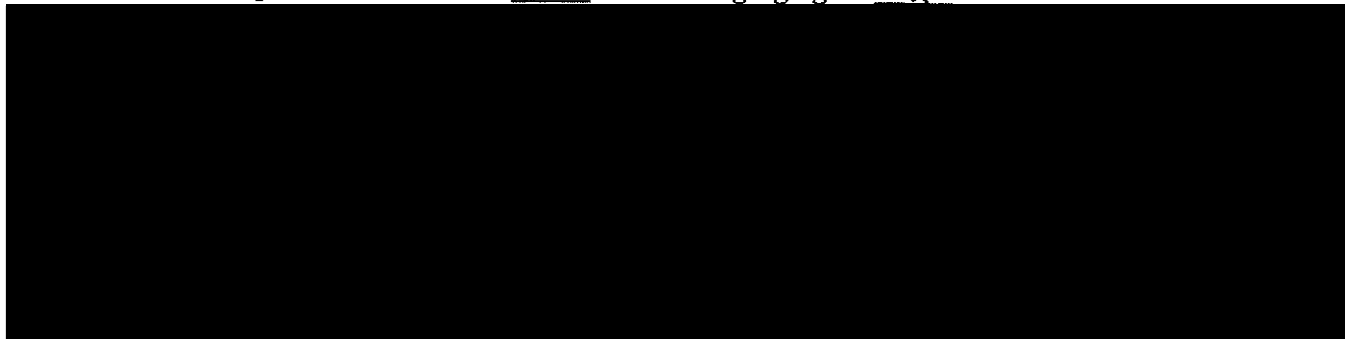
City of Franklin business account number N/A

5. Location of the business by street address. For special event, list location of the event.

Parking lot at 114 E. Main St., and 100 block of E. Main St.

Phone number of the business 615-591-8500 (Heritage Foundation)

6. Please give the following information on the person who will be managing the business. This person is an owner _____ or a managing agent X.



7. Specify the identity, address and daytime contact phone number of the person to receive annual privilege tax notices and any other communication from the City.

Name Rene Evans Title festival director

Mailing Address P.O. Box 723

City, State, Zip Franklin, TN 37065

Daytime contact phone number 615-591-8500 x 11

8. Will the permit be used to operate two or more restaurants or other businesses under the same permit as permitted by T.C.A. Section 57-5-103(a)(4) within the same building? Yes X No _____. Different buildings - serving outside event their restaurants.

If so, specify number 2. List the names of the restaurants or other businesses and describe their location (use additional sheet if necessary)

McCreary's Irish Pub - 414 Main St.

GRAY'S on Main - 332 Main St.

9. Do you own the premises on which you will operate? no
If no, please give the name and address of the property owner.

E. Main St - City of Franklin
114 E. Main St - Joel Tomlin

10. Has any person having at least 5% ownership interest, managers or employees of the business been convicted of any violation of beer or alcoholic beverage laws or any crime (other than minor traffic violations) within last ten (10) years? no If so, give particulars of each charge, court and date convicted.

no

11. Has this owner or the owners organization had a beer permit revoked, suspended, or denied in the State of Tennessee? Yes ___ No X If so, please give date, place and cause of said revocation.

12. Give the name and address of the former beer permittee at this establishment.

The Heritage Foundation has been receiving beer permits
for its events for 20+ yrs.

13. Give applicant's history of involvement in the beer business, if any.

The Heritage Foundation has been serving alcohol at Street
Festivals & the Heritage Ball for 30+ years.

14. Give applicant's employment record for the past 10 years.

Heritage Foundation of Franklin 2011-present
Co-owner Franklin on Foot 2003-2010

15. What is the exact nature of the business in which you are applying for a beer permit?
(Restaurant, tavern, motel, etc.)

Street festival

16. Will a full course menu be served? A variety of food options will be available for purchase
17. Will separate and sanitary facilities be maintained for men and for women? yes
18. Will dancing be allowed on your premises? yes
If yes, do you acknowledge that section 9-102 of the Franklin Municipal Code prohibits the operation of establishments allowing dancing between 1:30 AM and 8:00 AM? yes

TRAINING POLICY:

All beer applications must have a training policy submitted with application. This policy must include training regarding the sale of beer to minors.

19. Please read the following and upon signature of this application, you do understand and agree to comply if you are granted a permit.
- (a) You will not sell beer or similar beverages except at the place or places for which the beer board has issued your permit.
 - (b) You will not sell beer or any like beverage except in accordance with the terms of said permit.
 - (c) If this application is made for permit to sell and not for consumption on the premises, you will not sell for consumption on the premises and not allow consumption on the premises.
 - (d) You will rigidly enforce the law against sales to minors.
 - (e) You will prohibit gambling at your establishment and understand that the conduct of such activities on the premises will result in revocation of your permit.
 - (f) You will secure a certificate or statement from the health department or health officer that the premises covered by the application meet the requirements of the ordinances of the City of Franklin and the laws of the State of Tennessee.
 - (g) You will not attempt to transfer this permit to anyone else.
 - (h) You will display this permit in a prominent place in your establishment.
 - (i) You will not sell or distribute beer between the hours of 3:00 AM and 6:00 AM (8:00 AM for on premises consumption) during the week and between the hours of 3:00 AM Sunday and 12:00 Noon Sunday (10:00 AM for on premises consumption).
 - (j) You will prohibit the congregation at your establishment of those who reasonably appear to be intoxicated, lawless, rowdy, or prostitutes.
 - (k) You will not allow any liquor with alcoholic content of greater than five percent (5%) to be consumed on the premises.

- (l) You will not allow any sale or delivery of beer for consumption on the premises outside of the building, it being the intention to prohibit the sale of beer by what is commonly known as "curb service" or "curb sales" of beer.
- (m) You will comply with all requirements of section 2-201 through 2-229 of the municipal code of the City of Franklin.

A non-refundable \$250 fee must accompany this application and the application shall be submitted at least fifteen (15) days prior to the Beer Board meeting at which it is to be considered. If the application is approved you are required to provide documentation of sales tax registration to the city within ten days of approval. Any applicant making false statement in this application shall forfeit his permit and shall not be eligible to receive any permit for a period of ten years.

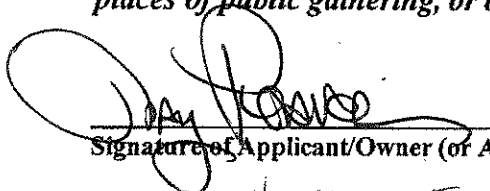
A privilege tax of \$100 is imposed on the business of selling, distributing, storing or manufacturing beer in this state effective January 1, 1994 and each successive January 1. Any holder of a beer permit issued after January 1, 1994 shall pay a pro rata portion of this annual tax when the permit is issued.

I hereby make application to the City of Franklin Beer Board for a beer permit.

The signing of this application acknowledges that I am aware of the laws prohibiting the sale of beer to minors.

I hereby certify that no person having at least a 5% ownership interest, nor any person to be employed in the distribution or sale of beer in my establishment has been convicted of any violation of the beer or alcoholic beverage laws or any crime involving moral turpitude within the past 10 years.

I am also aware that I shall not be issued a permit or my permit shall be revoked if my business location causes traffic congestion or interferes with schools, churches, or other public places of public gathering, or otherwise interferes with public health, safety and morals.

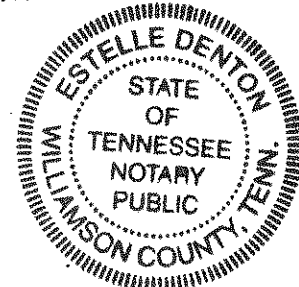

Signature of Applicant/Owner (or Authorized Corporate Officer)

On behalf of: Heritage Foundation of Franklin & Williamson Co.
Name of Business Entity

Sworn to and subscribed before me this 22 day of July, 20 15

Estelle Denton
Notary Public

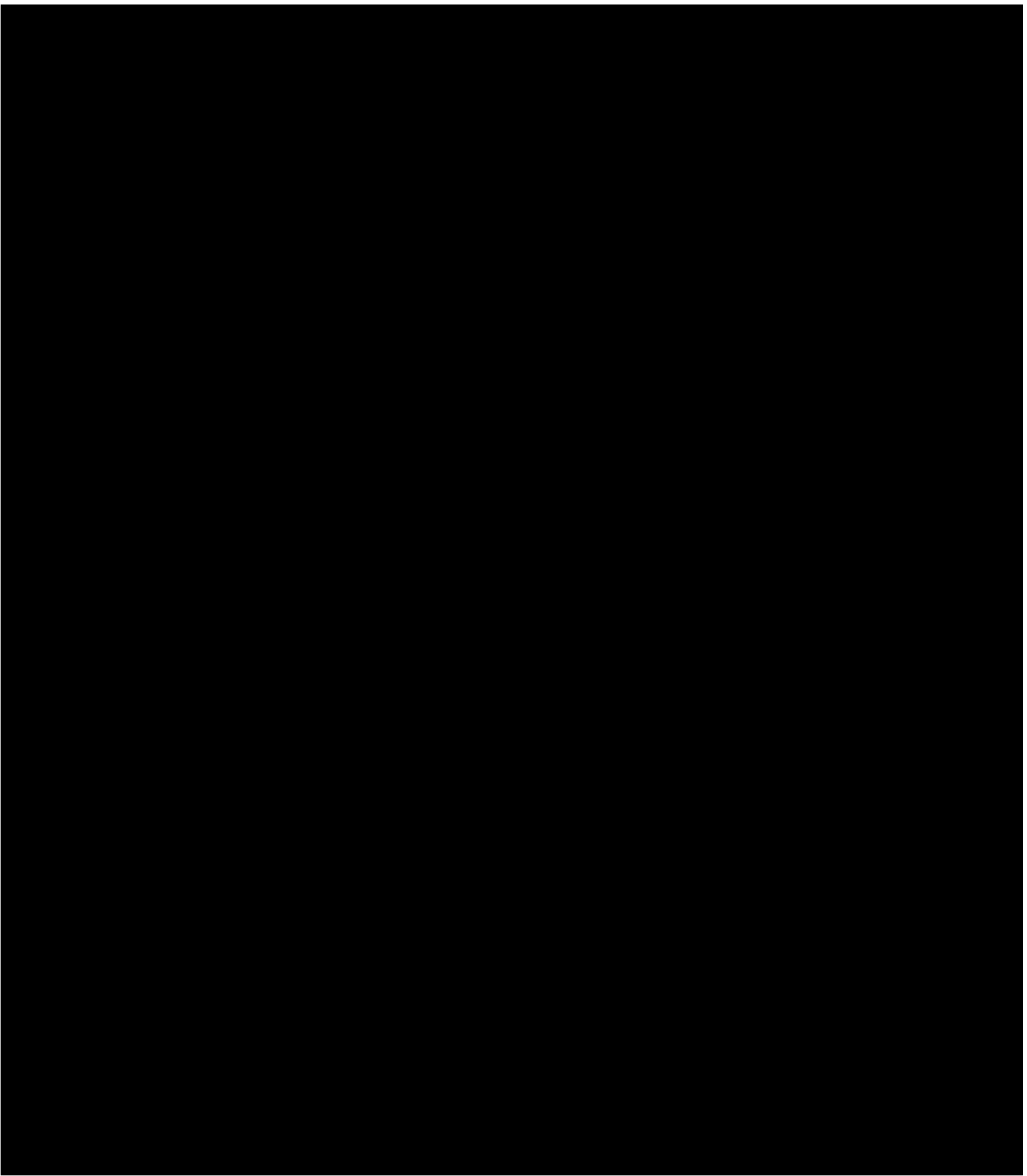
My Commission Expires: 8-27-2017



Official Use Only

Application Fee \$ 250.00 Date Paid 7-24-15
Privilege Tax \$ Date Paid
Board Meeting Date 8, 11, 15

The Heritage Foundation
Board Member List & Staff List
Year 2014-2015



City of Franklin

P O Box 705
Franklin, TN 37065
(615) 791-3225

DATE: 7-24-15

TO: ~~CODES DEPT~~
FIRE DEPT

FROM: CHRISTY MCCANDLESS, ACCOUNT MGMT SUPERVISOR

RE: BUILDING INSPECTIONS FOR APPLICATION FOR BEER PERMIT

- ☒ ON PREMISES PERMIT
- ☐ OFF PREMISES PERMIT
- ☐ ON AND OFF PREMISES PERMIT
- ☐ MANUFACTURER'S OR DISTRIBUTOR'S PERMIT
- ☒ SPECIAL EVENTS PERMIT

☒ Applicant is requesting a temporary permit. Please return ASAP.

☒ Please return by 7-30-15 to provide information for Beer Board meeting agenda.

Beer Board Meeting Date 8-11-15

Name of Business Pumpkinfest

Location of Business parking lot @ 114 E Main St &
100 block of E Main St

CODES DEPT

[Signature]
Building Inspector

7-27-15
Date

FIRE DEPT

Fire Inspector

Date

City of Franklin

P O Box 705
Franklin, TN 37065
(615) 791-3225

Jonathan

DATE: 7-24-15

TO: **CODES DEPT**
FIRE DEPT

FROM: **CHRISTY MCCANDLESS, ACCOUNT MGMT SUPERVISOR**

RE: **BUILDING INSPECTIONS FOR APPLICATION FOR BEER PERMIT**

- ☒ ON PREMISES PERMIT
☐ OFF PREMISES PERMIT
☐ ON AND OFF PREMISES PERMIT
☐ MANUFACTURER'S OR DISTRIBUTOR'S PERMIT
☒ SPECIAL EVENTS PERMIT

☒ Applicant is requesting a temporary permit. Please return ASAP.

☒ Please return by 7-30-15 to provide information for Beer Board meeting agenda.

Beer Board Meeting Date 8-11-15

Name of Business Pumpkinfest

Location of Business parking lot @ 114 E Main St +
100 block of E Main St

CODES DEPT

Building Inspector

Date

FIRE DEPT

Jonathan B. Dye
Fire Inspector

7-27-15
Date

1539

CITY OF FRANKLIN

[illegible]

PERMITS SHALL BE ISSUED TO THE OWNER OF THE BUSINESS, WHETHER A PERSON, FIRM, CORPORATION, JOINT-STOCK COMPANY, SYNDICATE, OR ASSOCIATION.

1. Owner (Applicant) Kara Inc. (Bakesh Bery)
 Person Firm Corp / LLC Joint-stock co. Syndicate Association
2. List all persons, firm, joint-stock companies, syndicates, or associations having at least a 5% ownership interest in the business (attach additional sheet, if needed). Please give name and address.
Bakesh Bery 117 Vaughns Gap Nashville, TN 37205
Kaveh Gharaei 720 Keeton Point Ct. Antioch, TN 37013
3. If the applicant is a corporation, are they authorized to do business in the State of Tennessee? yes
4. Under what trade name will this business operate?
Guac Mexican Restaurant
 City of Franklin business account number applied for

5. Location of the business by street address. For special event, list location of the event.

1311 Murfreesboro Rd. Ste A Franklin, TN 37064

Phone number of the business _____

6. Please give the following information on the person who will be managing the business. This person is an owner ☒ or a managing agent ____.

N

D

D

H

7. Specify the identity, address and daytime contact phone number of the person to receive annual privilege tax notices and any other communication from the City.

Name Rakesh Berry Title President

Mailing Address 3921 Apache Trail

City, State, Zip Antioch, TN 37013

Daytime contact phone number 615-331-9722

8. Will the permit be used to operate two or more restaurants or other businesses under the same permit as permitted by T.C.A. Section 57-5-103(a)(4) within the same building? Yes ____ No ☒.

If so, specify number _____. List the names of the restaurants or other businesses and describe their location (use additional sheet if necessary)

9. Do you own the premises on which you will operate? yes
If no, please give the name and address of the property owner.

10. Has any person having at least 5% ownership interest, managers or employees of the business been convicted of any violation of beer or alcoholic beverage laws or any crime (other than minor traffic violations) within last ten (10) years? no If so, give particulars of each charge, court and date convicted.

11. Has this owner or the owners organization had a beer permit revoked, suspended, or denied in the State of Tennessee? Yes ___ No ✓ If so, please give date, place and cause of said revocation.

12. Give the name and address of the former beer permittee at this establishment.

n/a

13. Give applicant's history of involvement in the beer business, if any.

Beer permit for other restaurant located in Davidson County

14. Give applicant's employment record for the past 10 years.

Self employed

15. What is the exact nature of the business in which you are applying for a beer permit?
(Restaurant, tavern, motel, etc.)

Restaurant

16. Will a full course menu be served? yes
17. Will separate and sanitary facilities be maintained for men and for women? yes
18. Will dancing be allowed on your premises? no
If yes, do you acknowledge that section 9-102 of the Franklin Municipal Code prohibits the operation of establishments allowing dancing between 1:30 AM and 8:00 AM? _____

TRAINING POLICY:

All beer applications must have a training policy submitted with application. This policy must include training regarding the sale of beer to minors.

19. Please read the following and upon signature of this application, you do understand and agree to comply if you are granted a permit.
- (a) You will not sell beer or similar beverages except at the place or places for which the beer board has issued your permit.
 - (b) You will not sell beer or any like beverage except in accordance with the terms of said permit.
 - (c) If this application is made for permit to sell and not for consumption on the premises, you will not sell for consumption on the premises and not allow consumption on the premises.
 - (d) You will rigidly enforce the law against sales to minors.
 - (e) You will prohibit gambling at your establishment and understand that the conduct of such activities on the premises will result in revocation of your permit.
 - (f) You will secure a certificate or statement from the health department or health officer that the premises covered by the application meet the requirements of the ordinances of the City of Franklin and the laws of the State of Tennessee.
 - (g) You will not attempt to transfer this permit to anyone else.
 - (h) You will display this permit in a prominent place in your establishment.
 - (i) You will not sell or distribute beer between the hours of 3:00 AM and 6:00 AM (8:00 AM for on premises consumption) during the week and between the hours of 3:00 AM Sunday and 12:00 Noon Sunday (10:00 AM for on premises consumption).
 - (j) You will prohibit the congregation at your establishment of those who reasonably appear to be intoxicated, lawless, rowdy, or prostitutes.
 - (k) You will not allow any liquor with alcoholic content of greater than five percent (5%) to be consumed on the premises.

- (l) You will not allow any sale or delivery of beer for consumption on the premises outside of the building, it being the intention to prohibit the sale of beer by what is commonly known as "curb service" or "curb sales" of beer.
- (m) You will comply with all requirements of section 2-201 through 2-229 of the municipal code of the City of Franklin.

A non-refundable \$250 fee must accompany this application and the application shall be submitted at least fifteen (15) days prior to the Beer Board meeting at which it is to be considered. If the application is approved you are required to provide documentation of sales tax registration to the city within ten days of approval. Any applicant making false statement in this application shall forfeit his permit and shall not be eligible to receive any permit for a period of ten years.

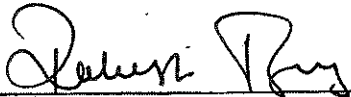
A privilege tax of \$100 is imposed on the business of selling, distributing, storing or manufacturing beer in this state effective January 1, 1994 and each successive January 1. Any holder of a beer permit issued after January 1, 1994 shall pay a pro rata portion of this annual tax when the permit is issued.

I hereby make application to the City of Franklin Beer Board for a beer permit.

The signing of this application acknowledges that I am aware of the laws prohibiting the sale of beer to minors.

I hereby certify that no person having at least a 5% ownership interest, nor any person to be employed in the distribution or sale of beer in my establishment has been convicted of any violation of the beer or alcoholic beverage laws or any crime involving moral turpitude within the past 10 years.

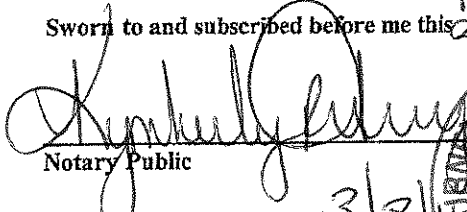
I am also aware that I shall not be issued a permit or my permit shall be revoked if my business location causes traffic congestion or interferes with schools, churches, or other public places of public gathering, or otherwise interferes with public health, safety and morals.



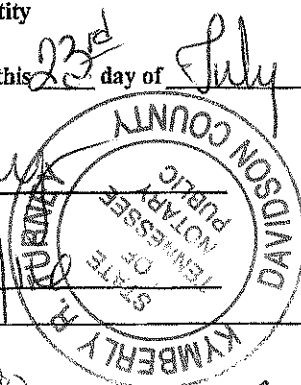
Signature of Applicant/Owner (or Authorized Corporate Officer)

On behalf of: KAPA INC
Name of Business Entity

Sworn to and subscribed before me this 23rd day of July, 2015


Notary Public

My Commission Expires: 3/8/16



Official Use Only

Application Fee \$ 250.00

Date Paid 7-27-15

Privilege Tax \$ 42.00

Date Paid 7-27-15

Board Meeting Date 8.11.15

Kara Inc.
1311 Murfreesboro Rd. Ste A
Franklin, TN 37064

Training Policy for serving alcohol and beer

- 1 We will not sell beer or any similar beverages except inside the establishment.
- 2 We will only sell beer and similar beverages in accordance with the terms of said permit
- 3 We will enforce the law against sales to minors.
- 4 Gambling will not be permitted at Guac Mexican Grill and the owners and staff understand that such activities will result in the revocation of the permit to sell beer and alcohol.
- 5 We will secure a certificate from the health department that the premises covered by the application meet the requirements of the ordinances of the City of Franklin and the laws of the State of Tennessee.
- 6 We will not attempt to transfer this permit to anyone else.
- 7 We will display this permit in a prominent place in the premises.
- 8 We will not sell beer or any similar beverage between the hours of 3:00 AM and 8:00 AM during the week and between the hours of 3:00 AM 12:00 noon on Sunday.
- 8 We will prohibit the congregation of those who appear to be intoxicated, lawless, rowdy or prostitutes at our establishment.
- 10 We will not allow any liquor with alcoholic content of greater than five percent (5%) to be consumed on the premises.
- 11 We will not allow any sale or delivery of beer for consumption on the premises outside of the building, it being the intention to prohibit the sale of beer by what is commonly known as "curb service" or "curb sales" of beer.
- 12 We will comply with all requirements of section 2-201 through 2-229 of the municipal code of the City of Franklin.

City of Franklin

P O Box 705
Franklin, TN 37065
(615) 791-3225

DATE:

7-27-15

TO:

POLICE CHIEF

FROM:

CHRISTY MCCANDLESS, ACCOUNT MGMT SUPERVISOR

RE:

RECORDS CHECK FOR APPLICATION FOR BEER PERMIT

BEER BOARD MEETING DATE

8-11-15

- ☐ Applicant is requesting a temporary permit. Please return ASAP.
- ☒ Please return by 7-30-15 to provide information for Beer Board meeting agenda.

Name of Business

Luac Mexican Restaurant

Location of Business

1311 Murfreesboro Rd Ste A

Name of applicant

Karen

Managing Agent

Drivers License

Date of Birth

- ☐ Recommend. Based on information available to date, the applicant has no record requiring denial of the permit under the provisions of Title 8 of the Franklin Municipal Code.
- ☐ Not recommending. Based on information available to date, the Police Dept. is not recommending approval of a permit.

CENTRAL RECORDS DIVISION
FRANKLIN POLICE DEPT

By _____

Date _____

Approved _____
Signature

City of Franklin

P O Box 705
Franklin, TN 37065
(615) 791-3225

DATE: 7-27-15

TO: **CODES DEPT**
FIRE DEPT

FROM: **CHRISTY MCCANDLESS, ACCOUNT MGMT SUPERVISOR**

RE: **BUILDING INSPECTIONS FOR APPLICATION FOR BEER PERMIT**

- ☒ ON PREMISES PERMIT
☐ OFF PREMISES PERMIT
☐ ON AND OFF PREMISES PERMIT
☐ MANUFACTURER'S OR DISTRIBUTOR'S PERMIT
☐ SPECIAL EVENTS PERMIT

☐ Applicant is requesting a temporary permit. Please return ASAP.

☒ Please return by 7-31-15 to provide information for Beer Board meeting agenda.

Beer Board Meeting Date 8-11-15

Name of Business Guac Mexican Restaurant

Location of Business 1311 Murfreesboro Rd Ste A Ste 100

CODES DEPT

[Signature]
Building Inspector

7-28-15
Date

FIRE DEPT

Fire Inspector

Date

City of Franklin

P O Box 705
Franklin, TN 37065
(615) 791-3225

DATE: 7-27-15

TO: **CODES DEPT**
FIRE DEPT

FROM: **CHRISTY MCCANDLESS, ACCOUNT MGMT SUPERVISOR**

RE: **BUILDING INSPECTIONS FOR APPLICATION FOR BEER PERMIT**

- ☒ ON PREMISES PERMIT
☐ OFF PREMISES PERMIT
☐ ON AND OFF PREMISES PERMIT
☐ MANUFACTURER'S OR DISTRIBUTOR'S PERMIT
☐ SPECIAL EVENTS PERMIT

☒ Applicant is requesting a temporary permit. Please return ASAP.

☒ Please return by 7-31-15 to provide information for Beer Board meeting agenda.

Beer Board Meeting Date 8-11-15

Name of Business Guac Mexican Restaurant

Location of Business 1311 Mapleboro Rd Ste A invalid #

CODES DEPT

Building Inspector

Date

FIRE DEPT

Wesley Mobley
Fire Inspector

7-29-15
Date

APPLICATION FOR BEER PERMIT
STATE OF TENNESSEE
CITY OF FRANKLIN

☒ ON PREMISES PERMIT
☐ OFF PREMISES PERMIT
☐ ON AND OFF PREMISES PERMIT
☐ MANUFACTURER'S OR DISTRIBUTOR'S PERMIT
☐ SPECIAL EVENTS PERMIT

DATE OF EVENT _____
HOURS OF EVENT _____

PERMITS SHALL BE ISSUED TO THE OWNER OF THE BUSINESS, WHETHER A PERSON, FIRM, CORPORATION, JOINT-STOCK COMPANY, SYNDICATE, OR ASSOCIATION.

- KRAIG WALL 1013 CANDYLUFT CT. FRANKLIN, TN 37067

JAMES JESTER 120 WOODMONT BLVD. NASHVILLE, TN 37205

THOMAS PIERCE 909 DIVISION ST., STE. 200 NASHVILLE, TN 37203

4. Under what trade name will this business operate? Cheekwood Golf Club

City of Franklin business account number 19875

5. Location of the business by street address. For special event, list location of the event.

285 SPENCER CREEK RD. FRANKLIN, TN 37069

Phone number of the business 615-794-8223

6. Please give the following information on the person who will be managing the business. This person is an owner ☒ or a managing agent ☐.



7. Specify the identity, address and daytime contact phone number of the person to receive annual privilege tax notices and any other communication from the City.

Name KRAIG WALL Title PARTNER

Mailing Address 2000 MALLORY LN., STE. 130-140

City, State, Zip FRANKLIN, TN 37067

Daytime contact phone number 615-599-0924

8. Will the permit be used to operate two or more restaurants or other businesses under the same permit as permitted by T.C.A. Section 57-5-103(a)(4) within the same building? Yes ☐ No ☒.

If so, specify number _____. List the names of the restaurants or other businesses and describe their location (use additional sheet if necessary)

9. Do you own the premises on which you will operate? YES
If no, please give the name and address of the property owner.

10. Has any person having at least 5% ownership interest, managers or employees of the business been convicted of any violation of beer or alcoholic beverage laws or any crime (other than minor traffic violations) within last ten (10) years? NO If so, give particulars of each charge, court and date convicted.

11. Has this owner or the owners organization had a beer permit revoked, suspended, or denied in the State of Tennessee? Yes ___ No X If so, please give date, place and cause of said revocation.

12. Give the name and address of the former beer permittee at this establishment.

NONE

13. Give applicant's history of involvement in the beer business, if any.

NONE

14. Give applicant's employment record for the past 10 years.

JAMES JESTER JESTER GOLF, LLC - SELF EMPLOYED
KRAIG WALL FREEDOM PROPERTIES, LLC - SELF EMPLOYED
THOMAS PIERCE A+ STORAGE - SELF EMPLOYED

15. What is the exact nature of the business in which you are applying for a beer permit?
(Restaurant, tavern, motel, etc.)

GOLF COURSE & BEVERAGE CART

16. Will a full course menu be served? No
17. Will separate and sanitary facilities be maintained for men and for women? YES
18. Will dancing be allowed on your premises? YES
If yes, do you acknowledge that section 9-102 of the Franklin Municipal Code prohibits the operation of establishments allowing dancing between 1:30 AM and 8:00 AM? ✓

TRAINING POLICY:

All beer applications must have a training policy submitted with application. This policy must include training regarding the sale of beer to minors.

19. Please read the following and upon signature of this application, you do understand and agree to comply if you are granted a permit.
- (a) You will not sell beer or similar beverages except at the place or places for which the beer board has issued your permit.
 - (b) You will not sell beer or any like beverage except in accordance with the terms of said permit.
 - (c) If this application is made for permit to sell and not for consumption on the premises, you will not sell for consumption on the premises and not allow consumption on the premises.
 - (d) You will rigidly enforce the law against sales to minors.
 - (e) You will prohibit gambling at your establishment and understand that the conduct of such activities on the premises will result in revocation of your permit.
 - (f) You will secure a certificate or statement from the health department or health officer that the premises covered by the application meet the requirements of the ordinances of the City of Franklin and the laws of the State of Tennessee.
 - (g) You will not attempt to transfer this permit to anyone else.
 - (h) You will display this permit in a prominent place in your establishment.
 - (i) You will not sell or distribute beer between the hours of 3:00 AM and 6:00 AM (8:00 AM for on premises consumption) during the week and between the hours of 3:00 AM Sunday and 12:00 Noon Sunday (10:00 AM for on premises consumption).
 - (j) You will prohibit the congregation at your establishment of those who reasonably appear to be intoxicated, lawless, rowdy, or prostitutes.
 - (k) You will not allow any liquor with alcoholic content of greater than five percent (5%) to be consumed on the premises.

- (l) You will not allow any sale or delivery of beer for consumption on the premises outside of the building, it being the intention to prohibit the sale of beer by what is commonly known as "curb service" or "curb sales" of beer.
- (m) You will comply with all requirements of section 2-201 through 2-229 of the municipal code of the City of Franklin.

A non-refundable \$250 fee must accompany this application and the application shall be submitted at least fifteen (15) days prior to the Beer Board meeting at which it is to be considered. If the application is approved you are required to provide documentation of sales tax registration to the city within ten days of approval. Any applicant making false statement in this application shall forfeit his permit and shall not be eligible to receive any permit for a period of ten years.

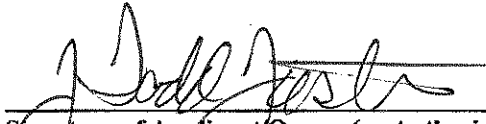
A privilege tax of \$100 is imposed on the business of selling, distributing, storing or manufacturing beer in this state effective January 1, 1994 and each successive January 1. Any holder of a beer permit issued after January 1, 1994 shall pay a pro rata portion of this annual tax when the permit is issued.

I hereby make application to the City of Franklin Beer Board for a beer permit.

The signing of this application acknowledges that I am aware of the laws prohibiting the sale of beer to minors.

I hereby certify that no person having at least a 5% ownership interest, nor any person to be employed in the distribution or sale of beer in my establishment has been convicted of any violation of the beer or alcoholic beverage laws or any crime involving moral turpitude within the past 10 years.

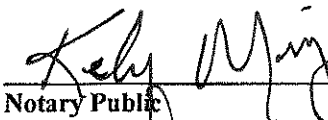
I am also aware that I shall not be issued a permit or my permit shall be revoked if my business location causes traffic congestion or interferes with schools, churches, or other public places of public gathering, or otherwise interferes with public health, safety and morals.



Signature of Applicant/Owner (or Authorized Corporate Officer)

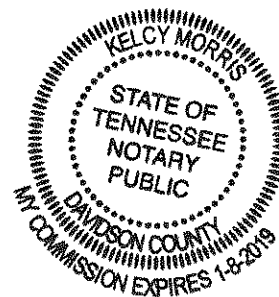
On behalf of: CHEEKWOOD GOLF CLUB LP
Name of Business Entity

Sworn to and subscribed before me this 27 day of July, 20 15



Notary Public

My Commission Expires: 1/8/19



Official Use Only

Application Fee \$ 250.00 Date Paid 7-28-15
Privilege Tax \$ 42.00 Date Paid _____
Board Meeting Date 8.11.15

CHEEKWOOD GOLF CLUB

285 Spencer Creek Rd. Franklin, TN 37069

POLICY REGARDING ALCOHOL SERVICE

Some states require a picture ID for any persons drinking alcohol regardless of Age. CHEEKWOOD GOLF CLUB requires that **all** guests be asks to show proper ID. Beer is consumed on premises and not to be sold as a to-go item.

ACCEPTABLE FORMS OF IDENTIFICATION

- Driver's License with picture;
- State-Issued Personal Identification Card;
- Passport; OR
- Active Military ID

POLICIES CONCERNING RESPONSIBLE ALCOHOL SERVICE

- The legal age to purchase alcohol is 21.
- **No person under 21 will be served alcoholic beverages.**
- Employees must ID anyone attempting to purchase alcohol.
- The sale or service of alcohol to intoxicated customers is prohibited.
- Managers will visit any customer who has been served two (2) drinks within an hour **prior** to another drink being served, so the manager can evaluate the customer's level of intoxication.
- All employees must report incidents to a manager and document them in an incident log within an hour.
- Employees will offer to call a taxi service for the intoxicated customer at the customer's expense.
- Employees will not physically restrain intoxicated customers to prevent them from leaving the establishment.
- Employees will immediately notify a manager and will call the police to report any intoxicated customer who leaves the establishment and gets behind the wheel of a motor vehicle.
- **It is against the law to serve alcohol to any person who is visibly intoxicated.**

City of Franklin

P O Box 705
Franklin, TN 37065
(615) 791-3225

DATE: 7-28-15

TO: POLICE CHIEF

FROM: CHRISTY MCCANDLESS, ACCOUNT MGMT SUPERVISOR

RE: RECORDS CHECK FOR APPLICATION FOR BEER PERMIT
BEER BOARD MEETING DATE 8-11-15

- ☒ Applicant is requesting a temporary permit. Please return ASAP.
- ☐ Please return by _____ to provide information for Beer Board meeting agenda.

Name of Business Cheekwood Golf Club LP

Location of Business 285 Spencer Creek Rd

Name of applicant

Managing Agent

Drivers License

Date of Birth

- ☐ Recommend. Based on information available to date, the applicant has no record requiring denial of the permit under the provisions of Title 8 of the Franklin Municipal Code.
- ☐ Not recommending. Based on information available to date, the Police Dept. is not recommending approval of a permit.

CENTRAL RECORDS DIVISION
FRANKLIN POLICE DEPT

By _____

Date _____

Approved _____
Signature

City of Franklin

P O Box 705
Franklin, TN 37065
(615) 791-3225

DATE: 7-28-15

TO: **CODES DEPT**
FIRE DEPT

FROM: **CHRISTY MCCANDLESS, ACCOUNT MGMT SUPERVISOR**

RE: **BUILDING INSPECTIONS FOR APPLICATION FOR BEER PERMIT**

- ☒ **ON PREMISES PERMIT**
☐ **OFF PREMISES PERMIT**
☐ **ON AND OFF PREMISES PERMIT**
☐ **MANUFACTURER'S OR DISTRIBUTOR'S PERMIT**
☐ **SPECIAL EVENTS PERMIT**

☒ Applicant is requesting a temporary permit. Please return ASAP.

☐ Please return by _____ to provide information for Beer Board meeting agenda.

Beer Board Meeting Date 8-11-15

Name of Business Cheekwood Golf Club LP (Formerly Fairways on Spencer Creek)

Location of Business 285 Spencer Creek Rd

CODES DEPT

[Signature]
Building Inspector

7-30-15
Date

FIRE DEPT

Fire Inspector

Date

PURSUANT TO SECTION 8 CHAPTER 2 OF THE CODE OF THE CITY OF FRANKLIN, TENNESSEE, AND THE REQUIREMENTS OF 57-5-101 ET. SEQ. OF THE TENNESSEE CODE ANNOTATED, I HEREBY MAKE APPLICATION FOR:

- DATE PERMIT NEEDED 8/11/5

needed). Please give name and address. ^{both} (Home)

(Business) ^{+ meagan} Matthew Gonzales ^{and} 306 Fanchers Court
330 Mayfield Drive Suite D4 Franklin, TN 37064
Franklin, TN 37067

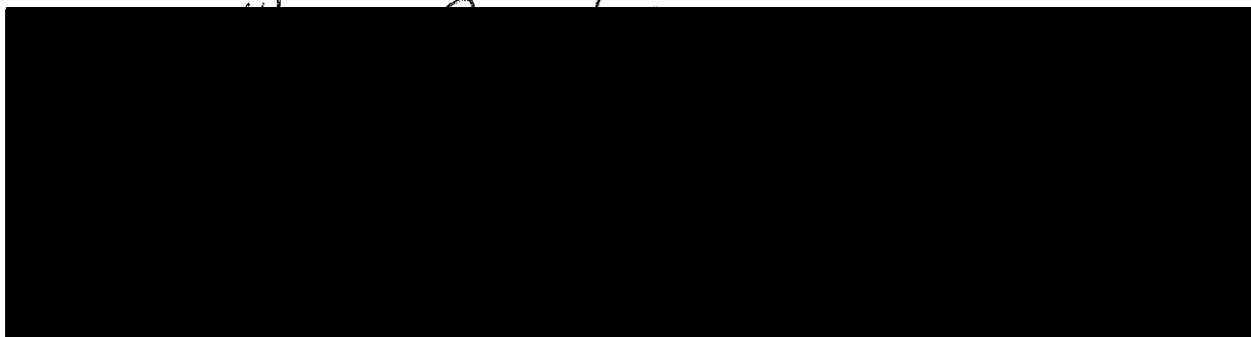
- GROUND, LLC
City of Franklin business account number 19862

5. Location of the business by street address. For special event, list location of the event.

330 Mayfield Drive Suite D4 Franklin, TN 37067

Phone number of the business 615-905-9350

6. Please give the following information on the person who will be managing the business. This person is an owner ☒ or a managing agent ☐.



7. Specify the identity, address and daytime contact phone number of the person to receive annual privilege tax notices and any other communication from the City.

Name Matthew Gonzales Title OWNER

Mailing Address 330 Mayfield Drive Suite D4

City, State, Zip Franklin, TN 37067

Daytime contact phone number 615-438-1499

8. Will the permit be used to operate two or more restaurants or other businesses under the same permit as permitted by T.C.A. Section 57-5-103(a)(4) within the same building? Yes ☐ No ☒.

If so, specify number _____. List the names of the restaurants or other businesses and describe their location (use additional sheet if necessary)

9. Do you own the premises on which you will operate? No
If no, please give the name and address of the property owner.

Southland management - Betty Hunt Property Manager
P.O. Box 680086
Franklin, TN 37068 615-778-4747
(c) 615-423-6421

10. Has any person having at least 5% ownership interest, managers or employees of the business been convicted of any violation of beer or alcoholic beverage laws or any crime (other than minor traffic violations) within last ten (10) years? No If so, give particulars of each charge, court and date convicted.

11. Has this owner or the owners organization had a beer permit revoked, suspended, or denied in the State of Tennessee? Yes ___ No ✓ If so, please give date, place and cause of said revocation.

12. Give the name and address of the former beer permittee at this establishment.

N/A

13. Give applicant's history of involvement in the beer business, if any.

been in restaurants for 20 years
managing them over 10 years

14. Give applicant's employment record for the past 10 years.

Swanky's Taco Shop Franklin
Steak N Shake Franklin
Red Lobster Franklin/Tullahoma

15. What is the exact nature of the business in which you are applying for a beer permit?
(Restaurant, tavern, motel, etc.)
Restaurant
16. Will a full course menu be served? Yes
17. Will separate and sanitary facilities be maintained for men and for women? Yes
18. Will dancing be allowed on your premises? No
If yes, do you acknowledge that section 9-102 of the Franklin Municipal Code prohibits the operation of establishments allowing dancing between 1:30 AM and 8:00 AM? _____

TRAINING POLICY:

All beer applications must have a training policy submitted with application. This policy must include training regarding the sale of beer to minors.

19. Please read the following and upon signature of this application, you do understand and agree to comply if you are granted a permit.
- (a) You will not sell beer or similar beverages except at the place or places for which the beer board has issued your permit.
 - (b) You will not sell beer or any like beverage except in accordance with the terms of said permit.
 - (c) If this application is made for permit to sell and not for consumption on the premises, you will not sell for consumption on the premises and not allow consumption on the premises.
 - (d) You will rigidly enforce the law against sales to minors.
 - (e) You will prohibit gambling at your establishment and understand that the conduct of such activities on the premises will result in revocation of your permit.
 - (f) You will secure a certificate or statement from the health department or health officer that the premises covered by the application meet the requirements of the ordinances of the City of Franklin and the laws of the State of Tennessee.
 - (g) You will not attempt to transfer this permit to anyone else.
 - (h) You will display this permit in a prominent place in your establishment.
 - (i) You will not sell or distribute beer between the hours of 3:00 AM and 6:00 AM (8:00 AM for on premises consumption) during the week and between the hours of 3:00 AM Sunday and 12:00 Noon Sunday (10:00 AM for on premises consumption).
 - (j) You will prohibit the congregation at your establishment of those who reasonably appear to be intoxicated, lawless, rowdy, or prostitutes.
 - (k) You will not allow any liquor with alcoholic content of greater than five percent (5%) to be consumed on the premises.

- (l) You will not allow any sale or delivery of beer for consumption on the premises outside of the building, it being the intention to prohibit the sale of beer by what is commonly known as "curb service" or "curb sales" of beer.
- (m) You will comply with all requirements of section 2-201 through 2-229 of the municipal code of the City of Franklin.

A non-refundable \$250 fee must accompany this application and the application shall be submitted at least fifteen (15) days prior to the Beer Board meeting at which it is to be considered. If the application is approved you are required to provide documentation of sales tax registration to the city within ten days of approval. Any applicant making false statement in this application shall forfeit his permit and shall not be eligible to receive any permit for a period of ten years.

A privilege tax of \$100 is imposed on the business of selling, distributing, storing or manufacturing beer in this state effective January 1, 1994 and each successive January 1. Any holder of a beer permit issued after January 1, 1994 shall pay a pro rata portion of this annual tax when the permit is issued.

I hereby make application to the City of Franklin Beer Board for a beer permit.

The signing of this application acknowledges that I am aware of the laws prohibiting the sale of beer to minors.

I hereby certify that no person having at least a 5% ownership interest, nor any person to be employed in the distribution or sale of beer in my establishment has been convicted of any violation of the beer or alcoholic beverage laws or any crime involving moral turpitude within the past 10 years.

I am also aware that I shall not be issued a permit or my permit shall be revoked if my business location causes traffic congestion or interferes with schools, churches, or other public places of public gathering, or otherwise interferes with public health, safety and morals.

Matthew Gonzales

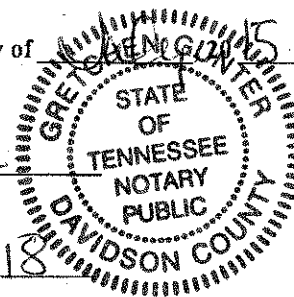
Signature of Applicant/Owner (or Authorized Corporate Officer)

On behalf of: G. Round, LLC

Name of Business Entity

Sworn to and subscribed before me this 28th day of August, 2015

Stephen Hunter
Notary Public



My Commission Expires: Nov 5, 2018

Official Use Only

Application Fee \$ 250.00

Date Paid 7/28/15

Privilege Tax \$ 42.00

Date Paid 7/28/15

Board Meeting Date 8 / 11 / 15

GROUND, LLC

Responsible Alcohol Service

Some states require a picture ID for anyone drinking alcohol regardless of age. GROUND recommends that all guests be asked to show proper ID. Beer is consumed on-premise and not be sold as a To-Go item.

Acceptable Forms of Identification (ID)

Drivers License with picture

State issued personal information

Passport

An Active Military ID

Policies Concerning Responsible Alcohol Service

- The sale of alcohol to minors is prohibited.
- The legal age to purchase alcoholic beverages is 21.
- No persons under 21 will be served alcoholic beverages.
- Employees MUST ID ANYONE and EVERYONE attempting to purchase alcoholic beverages.
- The sale and service of intoxicated persons is prohibited.
- Manager will visit any customer who has been served two drinks within an hour to evaluate the level of intoxication prior to the customer being served another alcoholic beverage.
- Employees will offer to call a taxi service for the customer at the customer's expense.
- Employees will not physically restrain intoxicated customers from leaving the restaurant.
- Employees will immediately notify a manager and call the police anytime an intoxicated customer leaves the restaurant and gets behind the wheel of a motor vehicle.
- It is AGAINST THE LAW to serve alcohol to any person who is VISIBLY INTOXICATED!

City of Franklin

P O Box 705
Franklin, TN 37065
(615) 791-3225

DATE: 7/28/15

TO: CODES DEPT
FIRE DEPT

FROM: CHRISTY MCCANDLESS, ACCOUNT MGMT SUPERVISOR

RE: BUILDING INSPECTIONS FOR APPLICATION FOR BEER PERMIT

- ☒ ON PREMISES PERMIT
☐ OFF PREMISES PERMIT
☐ ON AND OFF PREMISES PERMIT
☐ MANUFACTURER'S OR DISTRIBUTOR'S PERMIT
☐ SPECIAL EVENTS PERMIT

☒ Applicant is requesting a temporary permit. Please return ASAP.

☒ Please return by _____ to provide information for Beer Board meeting agenda.

Beer Board Meeting Date 8/11/15

Name of Business Ground, LLC

Location of Business 330 Mayfield Dr. Ste. D-4

CODES DEPT

[Signature]
Building Inspector

7-30-15
Date

FIRE DEPT

Fire Inspector

Date

15-42

APPLICATION FOR BEER PERMIT
STATE OF TENNESSEE
CITY OF FRANKLIN

PURSUANT TO SECTION 8 CHAPTER 2 OF THE CODE OF THE CITY OF FRANKLIN, TENNESSEE, AND THE REQUIREMENTS OF 57-5-101 ET. SEQ. OF THE TENNESSEE CODE ANNOTATED, I HEREBY MAKE APPLICATION FOR:

- ☒ ON PREMISES PERMIT
☐ OFF PREMISES PERMIT
☐ ON AND OFF PREMISES PERMIT
☐ MANUFACTURER'S OR DISTRIBUTOR'S PERMIT
☒ SPECIAL EVENTS PERMIT DATE OF EVENT August 29, 2015
HOURS OF EVENT 3:30 PM - 10:00 PM

DATE PERMIT NEEDED August 28, 2015

PERMITS SHALL BE ISSUED TO THE OWNER OF THE BUSINESS, WHETHER A PERSON, FIRM, CORPORATION, JOINT-STOCK COMPANY, SYNDICATE, OR ASSOCIATION.

The Raining Season

1. Owner (Applicant) James Matthew Harding

Person ☐ Firm ☐ Corp ☐ LLC ☐ Joint-stock co. ☐ Syndicate ☐ Association ☒

2. List all persons, firm, joint-stock companies, syndicates, or associations having at least a 5% ownership interest in the business (attach additional sheet, if needed). Please give name and address.

No "ownership," The Raining Season is a
non-profit. see attached for Board
of Directors

3. If the applicant is a corporation, are they authorized to do business in the State of Tennessee? N/A

4. Under what trade name will this business operate?

The Raining Season BBA Fundraiser

City of Franklin business account number _____

5. Location of the business by street address. For special event, list location of the event.

Corner of Front Street & Westhaven Blvd in Community Park
Phone number of the business (615) 948-8713 (Applicant's Cellphone)

6. Please give the following information on the person who will be managing the business. This person is an owner _____ or a managing agent X.

7. Specify the identity, address and daytime contact phone number of the person to receive annual privilege tax notices and any other communication from the City.

Name James Matthew Harding Title Board Treasurer

Mailing Address 104 Addison Avenue

City, State, Zip Franklin, TN 37064

Daytime contact phone number 615-948-8713

8. Will the permit be used to operate two or more restaurants or other businesses under the same permit as permitted by T.C.A. Section 57-5-103(a)(4) within the same building? Yes _____ No X.

If so, specify number _____. List the names of the restaurants or other businesses and describe their location (use additional sheet if necessary)

9. Do you own the premises on which you will operate? No
If no, please give the name and address of the property owner.

Southern Land Company
1550 W. McEwen Drive/Suite 200/Franklin, TN 37067

10. Has any person having at least 5% ownership interest, managers or employees of the business been convicted of any violation of beer or alcoholic beverage laws or any crime (other than minor traffic violations) within last ten (10) years? No If so, give particulars of each charge, court and date convicted.

11. Has this owner or the owners organization had a beer permit revoked, suspended, or denied in the State of Tennessee? Yes ___ No X If so, please give date, place and cause of said revocation.

12. Give the name and address of the former beer permittee at this establishment.

N/A - Special Event

13. Give applicant's history of involvement in the beer business, if any.

None

14. Give applicant's employment record for the past 10 years.

Current - Cool Springs International, LLC (Dec 2013 - Present)
Mars Inc. - Mars Petcare US - (June 2006 - Feb. 2012)
Doane Petcare Company - (Sep. 2003 - June 2006)
Ernst & Young LLP - (Sep 1996 - Sep 2003)

15. What is the exact nature of the business in which you are applying for a beer permit?
(Restaurant, tavern, motel, etc.)

Special Event / Fundraiser

16. Will a full course menu be served? No
17. Will separate and sanitary facilities be maintained for men and for women? Yes
18. Will dancing be allowed on your premises? Yes
If yes, do you acknowledge that section 9-102 of the Franklin Municipal Code prohibits the operation of establishments allowing dancing between 1:30 AM and 8:00 AM? Yes

TRAINING POLICY:

All beer applications must have a training policy submitted with application. This policy must include training regarding the sale of beer to minors.

19. Please read the following and upon signature of this application, you do understand and agree to comply if you are granted a permit.
- (a) You will not sell beer or similar beverages except at the place or places for which the beer board has issued your permit.
 - (b) You will not sell beer or any like beverage except in accordance with the terms of said permit.
 - (c) If this application is made for permit to sell and not for consumption on the premises, you will not sell for consumption on the premises and not allow consumption on the premises.
 - (d) You will rigidly enforce the law against sales to minors.
 - (e) You will prohibit gambling at your establishment and understand that the conduct of such activities on the premises will result in revocation of your permit.
 - (f) You will secure a certificate or statement from the health department or health officer that the premises covered by the application meet the requirements of the ordinances of the City of Franklin and the laws of the State of Tennessee.
 - (g) You will not attempt to transfer this permit to anyone else.
 - (h) You will display this permit in a prominent place in your establishment.
 - (i) You will not sell or distribute beer between the hours of 3:00 AM and 6:00 AM (8:00 AM for on premises consumption) during the week and between the hours of 3:00 AM Sunday and 12:00 Noon Sunday (10:00 AM for on premises consumption).
 - (j) You will prohibit the congregation at your establishment of those who reasonably appear to be intoxicated, lawless, rowdy, or prostitutes.
 - (k) You will not allow any liquor with alcoholic content of greater than five percent (5%) to be consumed on the premises.

- (l) You will not allow any sale or delivery of beer for consumption on the premises outside of the building, it being the intention to prohibit the sale of beer by what is commonly known as "curb service" or "curb sales" of beer.
- (m) You will comply with all requirements of section 2-201 through 2-229 of the municipal code of the City of Franklin.

A non-refundable \$250 fee must accompany this application and the application shall be submitted at least fifteen (15) days prior to the Beer Board meeting at which it is to be considered. If the application is approved you are required to provide documentation of sales tax registration to the city within ten days of approval. Any applicant making false statement in this application shall forfeit his permit and shall not be eligible to receive any permit for a period of ten years.

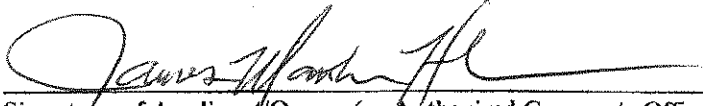
A privilege tax of \$100 is imposed on the business of selling, distributing, storing or manufacturing beer in this state effective January 1, 1994 and each successive January 1. Any holder of a beer permit issued after January 1, 1994 shall pay a pro rata portion of this annual tax when the permit is issued.

I hereby make application to the City of Franklin Beer Board for a beer permit.

The signing of this application acknowledges that I am aware of the laws prohibiting the sale of beer to minors.

I hereby certify that no person having at least a 5% ownership interest, nor any person to be employed in the distribution or sale of beer in my establishment has been convicted of any violation of the beer or alcoholic beverage laws or any crime involving moral turpitude within the past 10 years.

I am also aware that I shall not be issued a permit or my permit shall be revoked if my business location causes traffic congestion or interferes with schools, churches, or other public places of public gathering, or otherwise interferes with public health, safety and morals.

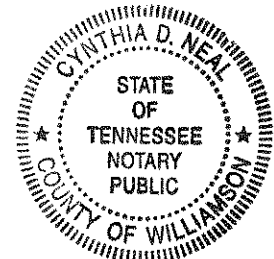

Signature of Applicant/Owner (or Authorized Corporate Officer)

On behalf of: The Raining Season
Name of Business Entity

Sworn to and subscribed before me this 29th day of August, 20 15


Notary Public

My Commission Expires: 12-6-16



MY COMMISSION EXPIRES:
DECEMBER 06, 2016

Official Use Only

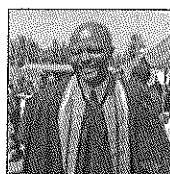
Application Fee \$ 250.00 Date Paid 8-7-29-15

Privilege Tax \$ Date Paid

Board Meeting Date 8.11.15



Director of Child
Development
Sorrie Kamara
Accountant



Mohamed
Kargbo
Social Worker

Board of Directors:

Jeff Miller - Nevada
Sheri Barnett - Tennessee
Francis Pyle - Kentucky
Todd Harman - Tennessee
Melissa Spillman - Tennessee
Matt Pearson - Nebraska
Jason Rust - Missouri
Jason Rust - Tennessee
Kelly Grams - Tennessee
Matt Harding - Tennessee
Mark Weller - Tennessee

Other Volunteer Positions Include:

Finance Committee
Fundraising Committee
Strategic Planning Committee

In Country Staff Includes:

Caregivers
Teachers
Nursing
Cooks
Laundry Personel
Security
Skype Coordinators

City of Franklin

P O Box 705
Franklin, TN 37065
(615) 791-3225

DATE: 7-29-15

TO: **CODES DEPT**
FIRE DEPT

FROM: **CHRISTY MCCANDLESS, ACCOUNT MGMT SUPERVISOR**

RE: **BUILDING INSPECTIONS FOR APPLICATION FOR BEER PERMIT**

- ☒ ON PREMISES PERMIT
☐ OFF PREMISES PERMIT
☐ ON AND OFF PREMISES PERMIT
☐ MANUFACTURER'S OR DISTRIBUTOR'S PERMIT
☒ SPECIAL EVENTS PERMIT

☐ Applicant is requesting a temporary permit. Please return ASAP.

☒ Please return by 8-3-15 to provide information for Beer Board meeting agenda.

Beer Board Meeting Date 8-11-15

Name of Business The Training Season BBQ
Location of Business Corner of Front St & Westhaven Blvd Fundraiser

CODES DEPT

CM Haman
Building Inspector

7-30-15
Date

FIRE DEPT

Fire Inspector

Date

15.43

APPLICATION FOR BEER PERMIT
STATE OF TENNESSEE
CITY OF FRANKLIN

PURSUANT TO SECTION 8 CHAPTER 2 OF THE CODE OF THE CITY OF FRANKLIN, TENNESSEE, AND THE REQUIREMENTS OF 57-5-101 ET. SEQ. OF THE TENNESSEE CODE ANNOTATED, I HEREBY MAKE APPLICATION FOR:

 X ON PREMISES PERMIT
 OFF PREMISES PERMIT
 ON AND OFF PREMISES PERMIT
 MANUFACTURER'S OR DISTRIBUTOR'S PERMIT
 SPECIAL EVENTS PERMIT HOURS OF EVENT

DATE PERMIT NEEDED 9/1/15

PERMITS SHALL BE ISSUED TO THE OWNER OF THE BUSINESS,
WHETHER A PERSON, FIRM, CORPORATION, JOINT-STOCK COMPANY,
SYNDICATE, OR ASSOCIATION.

1. Applicant (Owner) Crestline Hotels & Resorts, LLC

Person Firm Corp LLC X Joint-stock co. Syndicate Association

2. List all persons, firm, joint-stock companies, syndicates, or associations
having at least a 5% ownership interest in the business (attach additional sheet, if
needed). Please give name and address.

 AR Capital, LLC, 60% Member, 405 Park Ave., New York, NY 10022

 Barcelo Crestline Corp., 40% Member, 3950 University Dr., Fairfax, VA 22030

3. If the applicant is a corporation, are they authorized to do business in the State of
Tennessee? Yes

4. Under what trade name will this business operate?

 Hampton Inn & Suites - Franklin

5. Location of the business by street address.

 7141 South Springs Drive, Franklin, TN 37067

Phone number of the business 615-771-7225

6. Please give the following information on the person who will be managing the business. This person is an owner _____ or a managing agent X.

Name _____

Drivers _____

Date of _____

Home p _____

7. Specify the identity, address and daytime contact phone number of the person to receive annual privilege tax notices and any other communication from the City.

Name Danny Johnson Title _____

Mailing Address 3950 University Drive, Suite 301

City, State, Zip Fairfax, VA 22030

Daytime contact phone number (571) 529-6129

8. Will the permit be used to operate two or more restaurants or other businesses under the same permit as permitted by T.C.A. Section 57-5-103(a)(4) within the same building? Yes _____ No X.

If so, specify number n/a. List the names of the restaurants or other businesses and describe their location (use additional sheet if necessary)

n/a

9. Do you own the premises on which you will operate? No
If no, please give the name and address of the property owner.

ARC Hospitality Portfolio I Owner, LLC

106 York Rd., Jenkintown, PA 19046

10. Has any person having at least 5% ownership interest, managers or employees of the business been convicted of any violation of beer or alcoholic beverage laws or any crime (other than minor traffic violations) within last ten (10) years? No If so, give particulars of each charge, court and date convicted.

n/a

11. Has this owner or the owners organization had a beer permit revoked, suspended, or denied in the State of Tennessee? Yes ___ No X If so, please give date, place and cause of said revocation.

n/a

12. Give the name and address of the former beer permittee at this establishment.

Pillar Hotels & Resorts, LP

650 Bakers Bridge Avenue, Franklin, Tennessee 37067

13. Give applicant's history of involvement in the beer business, if any.

Applicant manages hotels that serve beer and alcohol across the country.

14. Give applicant's employment record for the past 10 years.

n/a

15. What is the exact nature of the business in which you are applying for a beer permit? (Restaurant, tavern, motel, etc.)

Hotel

16. Will a full course menu be served? No, breakfast served and other food available for purchase from the hotel shop.

17. Will separate and sanitary facilities be maintained for men and for women? Yes

18. Will dancing be allowed on your premises? No
If yes, do you acknowledge that section 9-102 of the Franklin Municipal Code prohibits the operation of establishments allowing dancing between 1:30 AM and 8:00 AM? N/A

19. Does your company have a training policy for employees regarding the sale of beer to minors? Yes X No _____

If yes, explain the procedure in detail or you may provide a separate attachment.

See attached.

If no, do you plan to implement a training policy in the future? n/a

20. Please read the following and upon signature of this application, you do understand and agree to comply if you are granted a permit.

- (a) You will not sell beer or similar beverages except at the place or places for which the beer board has issued your permit.
- (b) You will not sell beer or any like beverage except in accordance with the terms of said permit.
- (c) If this application is made for permit to sell and not for consumption on the premises, you will not sell for consumption on the premises and not allow consumption on the premises.
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- (f) You will secure a certificate or statement from the health department or health officer that the premises covered by the application meet the requirements of the ordinances of the City of Franklin and the laws of the State of Tennessee.
- (g) You will not attempt to transfer this permit to anyone else.
- (h) You will display this permit in a prominent place in your establishment.
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- (k) You will not allow any liquor with alcoholic content of greater than five percent (5%) to be consumed on the premises.
- (l) You will not allow any sale or delivery of beer for consumption on the premises outside of the building, it being the intention to prohibit the sale of beer by what is commonly known as "curb service" or "curb sales" of beer.
- (m) You will comply with all requirements of section 2-201 through 2-229 of the municipal code of the City of Franklin.

A non-refundable \$250 fee must accompany this application and the application shall be submitted at least fifteen (15) days prior to the Beer Board meeting at which it is to be considered. If the application is approved you are required to provide documentation of sales tax registration to the city within ten days of approval. Any applicant making false statement in this application shall forfeit his permit and shall not be eligible to receive any permit for a period of ten years.

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I hereby make application to the City of Franklin Beer Board for a beer permit.

The signing of this application acknowledges that I am aware of the laws prohibiting the sale of beer to minors.

I hereby certify that no person having at least a 5% ownership interest, nor any person to be employed in the distribution or sale of beer in my establishment has been convicted of any violation of the beer or alcoholic beverage laws or any crime involving moral turpitude within the past 10 years.

I am also aware that I shall not be issued a permit or my permit shall be revoked if my business location causes traffic congestion or interferes with schools, churches, or other public places of public gathering, or otherwise interferes with public health, safety and morals.

CRESTLINE HOTELS & RESORTS, LLC

By: [Signature]

Signature of Applicant/Owner (or Authorized Corporate Officer)

On behalf of: CRESTLINE HOTELS & RESORTS, LLC

Name of Business Entity

Sworn to and subscribed before me this 16th day of July, 2015

[Signature]
Notary Public

My Commission Expires: 11/30/2017



Julie O. Johnson
Commonwealth of Virginia
Notary Public
Commission No. 7235784
My Commission Expires 11/30/2017

Official Use Only

Application Fee \$ 250.00 Date Paid 7-29-15

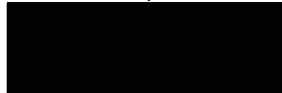
Privilege Tax \$ — Date Paid —

Board Meeting Date 8.11.15

**Attachment to Franklin Beer Application for
Crestline Hotels & Resorts, LLC**

Question #2. The following sets forth the owners and officers of Crestline Hotels & Resorts, LLC:

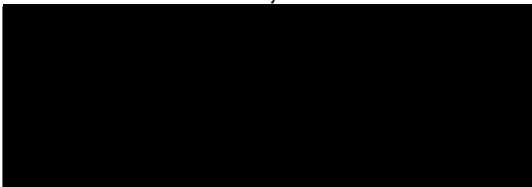
AR Capital, LLC
60% Member/Owner
405 Park Avenue
New York, NY 10022



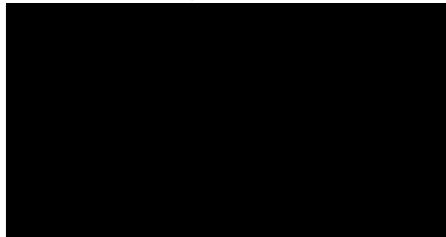
Barcelo Crestline Corporation
40% Member/Owner
3950 University Drive, Suite 301
Fairfax, VA 22030



James Alexander Carroll
President & Chief Executive Officer
11133 Sandy Manor Drive
Fairfax Station, VA 22039



Pierre Martin Donahue
Executive Vice President & Secretary
7327 Takoma Avenue
Takoma, MD 20912



City of Franklin

P O Box 705
Franklin, TN 37065
(615) 791-3225

DATE: 7-29-15
TO: **CODES DEPT**
FIRE DEPT
FROM: **CHRISTY MCCANDLESS, ACCOUNT MGMT SUPERVISOR**
RE: **BUILDING INSPECTIONS FOR APPLICATION FOR BEER PERMIT**

☒ ON PREMISES PERMIT
☐ OFF PREMISES PERMIT
☐ ON AND OFF PREMISES PERMIT
☐ MANUFACTURER'S OR DISTRIBUTOR'S PERMIT
☐ SPECIAL EVENTS PERMIT

☒ Applicant is requesting a temporary permit. Please return ASAP.

☐ Please return by _____ to provide information for Beer Board meeting agenda.

Beer Board Meeting Date 8-11-15 (change in ownership)

Name of Business Hampton Inn & Suites

Location of Business 7141 South Springs Dr

CODES DEPT

Tom Hamman

Building Inspector

7/30/15

Date

FIRE DEPT

Fire Inspector

Date



tips[®] **On Premise**

Participant Manual

Serve Responsibly.

TIPS for On Premise

The TIPS (Training for Intervention ProcedureS) program was developed by the Health Education Foundation of Washington, DC, under the direction of Morris E. Chafetz, M.D., with the assistance of:

Alan Bellack, Ph.D.
Howard T. Blane, Ph.D.
Marion C. Donovan
Lynne M. Constantine
Marc E. Chafetz, J.D.
Andrea Barkan, M. Ed.
Adam Chafetz
Nancy J. Lark, M.A.

The TIPS for On Premise program is designed to empower participants to follow acceptable standards of practice for serving alcohol.

Certification Information

Upon successful completion of the program, you will become TIPS certified. You will receive a certification card stating that you have been trained in these acceptable standards of practice. Generally, your certification is good for three years, but the certification period may vary across jurisdictions due to regulations. Contact Health Communications, Inc. if you have any questions about the duration of your certification.

It is important that your certification information remains current. You can ensure that your information is up-to-date through our website. Visit us at www.gettips.com to:

- Update the name and/or address on your certification card.
- Order a replacement card.
- Request another training class upon expiration.
- Explore our product offerings.

Health Communications, Inc. (HCI) hereby disclaims any and all responsibility or liability for any policies or practices of any establishment or individual who serves alcohol subsequent to such establishment or individual's having been trained by HCI. HCI's TIPS program is intended solely as educational material. There is no guarantee that TIPS training can prevent intoxication and/or its consequences. Any liability that may accrue to establishments or individuals who become TIPS-certified cannot and will not be a liability that can or will accrue to HCI. HCI neither assumes nor authorizes any person or entity to assume or accept any liability or responsibility in connection with the TIPS program. If any liability accrues to HCI as a result of any actions by a TIPS-certified trainer or participant, HCI will be indemnified by such individual.

This manual is fully protected by copyright. No part of it may be reproduced in any form, by print, photoprint, microfilm or any other means without written permission from Health Communications, Inc., Arlington, VA.

The audiovisual materials of this program are fully protected by copyright. They may not be reproduced, or televised, in whole or in part, in any manner without written permission from Health Communications, Inc., Arlington, VA.

All TIPS trainers acknowledge that they are required to use TIPS materials in the approved manner. Each trainer agrees neither to participate in the development of any program similar to TIPS nor to use for similar purposes a program other than TIPS for a two-year period.

Table of Contents

Introducing TIPS for On Premise	3
The Goal of TIPS for On Premise	4
Section I: Information	
Alcohol and Its Effects	5
Effective Server Responses.....	9
Legal Information	10
ID Checking Process.....	11
Jurisdiction-Specific Information	12
Documentation	13
Review Questions	14
Section II: Skills Training Part 1	
Evaluating Cues	15
Section II: Skills Training Part 2	
Evaluating Responses	19
Section III: Practice	25
Wrap-Up.....	28
TIPS Session Evaluation.....	29
TIPS for On Premise Certification Test	31

Agenda

Program Introduction

25 minutes

Section I - Information

75 minutes

Part A - Alcohol and Its Effects

Part B - Effective Server Responses

Section II - Skills Training

55 minutes

Part 1 - Evaluating Cues

Section II - Skills Training

55 minutes

Part 2 - Evaluating Responses

Section III - Practice

60 minutes

Wrap-Up

30 minutes

Introducing TIPS for On Premise

Today's TIPS for On Premise program has been designed specifically for servers of alcohol. The ideas presented in the program are the result of considerable research with servers, and take into account what servers deal with everyday, including the demands of the job, server/guest relations, and server/management relations.

As a server of alcohol, you fulfill a special social function in society. **About 70% of adults in the U.S. drink alcohol.** Social drinking is a prevailing custom in our society and generates its own special considerations that the server is called upon to handle.

As a server, you perform a variety of functions in addition to serving food and alcohol. You must:

- reflect your establishment's "image" to the public
- relate to guests' different personalities
- provide consistently good service
- maintain a polite and friendly manner
- listen to guests' opinions and troubles
- establish rapport with guests.

Key Ideas

Remember, your people skills help to make you successful at your job.

To successfully perform these functions and more, you must rely on what we call **people skills**. Everyone has them, and uses them in ordinary situations everyday. Some of the ways you use your people skills in serving situations might include:

- knowing and interacting with regular customers
- helping a guest choose a particular drink
- explaining differences in tastes or types of products
- approaching a guest in a friendly manner saying "Great to see you" or "May I help you?"

By using your people skills, you can act to promote responsible drinking behavior, rather than react to the behavior of an intoxicated guest. Today's program is designed to help you build on your people skills. TIPS for On Premise will help you:

- sharpen the skills you already have
- lend a new expertise to your own professionalism
- achieve increased competence and confidence.

You are a crucial part of the success of today's program. Anything you can add to the discussion will make the experience better for all. Feel free throughout the day to ask questions and offer your own comments.

Understanding the TIPS Program Format

The TIPS program includes video presentations, participant manuals and interactive discussion. These components work together to create a relaxed, informative atmosphere in which you can learn and practice new skills.

The TIPS manual is yours to keep. Make notes in it, answer the questions, fill out the rating charts, and jot down important questions. The manual will become your own instruction booklet and reference manual, a handy reminder anytime you need a refresher.

The Goal of TIPS for On Premise

The TIPS program goal is to empower participants to follow acceptable standards of practice for serving alcohol beverages.

“With your management’s cooperation and your own people skills, you can:

- help create and sustain a relaxed and comfortable atmosphere for guests
- exercise a degree of control within the environment of social drinking
- influence aspects of drinking behavior to encourage responsible drinking
- confidently intervene in and resolve troublesome situations
- incorporate skills and expertise in a positive, meaningful, and **profitable** way.

Today’s program will help fine tune your people skills and provide additional skills or new ways of using them. Let the TIPS program work for you!

The Goal

Notes

Alcohol and Its Effects

Following is the script for the video portion of the Information section. We have included the script so that you can follow along and mark anything you have questions about. After the video presentation, be sure to ask your trainer for clarification of any questions you may have.

1. You have an important job. Your guests count on you, as a server of alcohol, to help them enjoy themselves and have a good time.
2. Your managers rely on you to make money for the establishment. Your community depends on you to prevent alcohol-related incidents.
3. Some people may think these priorities conflict, but they don't have to. You can meet the needs of your guests, managers, and community by using the knowledge and skills you will learn in this program.
4. What tools do you need to assess your guests? How can you help them enjoy themselves while in your establishment and keep them from becoming intoxicated?
5. How can you provide great customer service and what techniques can you use to deal quickly with problems that do come up?
6. These are just some of the questions we'll address during this program. TIPS is designed to help you build on the **people skills** you already have. You'll add knowledge and skills geared specifically toward preventing alcohol-related problems and taking care of your guests.
7. Building on those skills, you will learn how to spot the four **behavioral cues** that can tell you if a guest is approaching intoxication or is already intoxicated.
8. You will learn about six **intoxication rate factors** that affect how quickly a person may be affected by alcohol.
9. You will also learn about **Blood Alcohol Content**, or **BAC**, and, finally, how **tolerance** may make it harder to assess your guests.
10. But being able to spot behavioral cues and intoxication rate factors is not enough to handle problem situations.
11. That's why we will also give you guidelines for dealing with almost any problem that comes up while you're serving guests or tending bar.
12. Many people drink alcohol when unwinding with dinner, listening to music, or just enjoying their time with friends and family. Most people use alcohol responsibly, but some don't. Their drinking gets out of control, and so do they.
13. You have to be able to size up your guests. This will help you decide whether or not to serve them. One way to size people up is by the **behavioral cues** they display.
14. Four basic cues can tell you when a person is, or is becoming, intoxicated.
15. When people drink even small amounts, they tend to lose their **inhibitions**. At first, they become more relaxed and talkative. They may even display mood swings.
16. As they drink more, they shed more of their inhibitions and begin to show the second cue, impaired **judgment**. When their judgment becomes impaired, guests' behavior becomes socially unacceptable.
17. People with impaired judgment may begin dancing or singing, or they may become overly friendly with you or with others around them.
18. Because their judgment is impaired, they tend to overrate themselves. Impaired judgment can also cause intoxicated people to think that they are okay to drive, when they are not.
19. The third cue, **slowed reactions**, means that the thinking process has been affected.
20. People with slowed reactions may lose their train of thought. They may forget that they've ordered another drink, or where they put their car keys.
21. People experiencing slowed reactions may have glassy, unfocused eyes or slurred speech. They may light a second cigarette in addition to the one already burning.
22. You can see the final behavioral cue, **loss of coordination**, when people stagger, stumble, or spill drinks. Guests might have trouble handling their knives or forks. They may also fumble with change.
23. Drinking alcohol has progressive effects. The more a person drinks, the more cues you are likely to see.
24. **Intoxication rate factors** affect how quickly a person becomes intoxicated and displays behavioral cues.
25. There are six intoxication rate factors. The first is a person's **size**. Larger people may be able to drink more without being as affected as smaller people.
26. However, if the larger person's size is due mostly to body fat, the reverse can be true since body fat does not absorb alcohol.
27. The second intoxication rate factor is **gender**. Women are typically smaller, with a higher percentage of body fat, and tend to become intoxicated faster than men.
28. The third factor is the **rate of consumption**. The faster a person drinks the alcohol, the more quickly he or she will become intoxicated.
29. The fourth intoxication rate factor is the **strength of the drink**. A straight-up drink will be absorbed most quickly. A drink diluted with water will be absorbed more slowly. Remember, however, that any carbonated mixer may increase the absorption rate.

30. It is also important to understand that each of these drinks has about the same amount of pure alcohol: 12 ounces of beer, 5 ounces of wine, and 1-oz. of 100 proof liquor.

31. But, remember, we are talking about measured drinks here. The figures are not accurate if the drinks aren't measured. Glass sizes differ, and so does the amount of alcohol in various mixed drinks.

32. Any kind of alcohol beverage can cause intoxication because they all contain pure alcohol. Don't fall prey to the myth that people drinking beer and wine are less likely to become intoxicated than those drinking hard liquor.

33. The fifth factor is **drug use**. There is no way to predict how a drug will react with alcohol. Both prescription and non-prescription drugs, when taken with alcohol, can have an unpredictable effect.

34. The last intoxication rate factor is **food intake**. Food in the stomach delays the absorption of alcohol into the bloodstream. A person with a full stomach will not become intoxicated as quickly as will a person drinking on an empty stomach.

35. Alcohol differs from other food and beverages because your body does not have to digest it before absorbing it. It can be absorbed directly into the bloodstream.

36. So, how do we measure someone's intoxication level? Behavioral cues are your best way to assess visible intoxication, which can be grounds for arrest regardless of the amount of alcohol actually consumed.

37. Most laws rely on what is called **Blood Alcohol Content**, or **BAC**, to determine intoxication. BAC is a measurement of the amount of alcohol in a person's blood.

38. Every jurisdiction has a legal BAC limit, at or above which it is illegal to operate a motor vehicle.

39. BAC levels can be accurately measured only by blood testing or by breathalyzer.

40. As a server of alcohol, you are not expected to know a person's BAC level, but you will want to note some key points about Blood Alcohol Content.

41. The more alcohol a person consumes the more behavioral cues you are likely to see and the higher the BAC level will be.

42. A person's BAC level can be different each time he or she drinks, even when the number of drinks is the same.

43. Intoxication rate factors affect how quickly the BAC level rises. Time is the only thing that can lower a person's BAC level.

44. By relying on behavioral cues, intoxication rate factors and your understanding of BAC, you should be able to assess each guest you serve.

45. Of course, **tolerance** can make assessing your guests a little harder.

46. People who frequently drink alcohol tend to have a high tolerance, allowing them to hide the behavioral cues that might otherwise indicate that they are intoxicated. You will want to pay special attention whenever you notice a heavy smell of alcohol on a guest's breath.

47. Tolerance has no effect on a person's BAC level or the level of intoxication. Just because a person isn't showing the typical cues does not mean the person is not impaired.

48. At the other end of the spectrum, people who drink infrequently tend to have a low tolerance and may show signs of intoxication after consuming only a small amount of alcohol.

49. So far, we have talked about the cues that indicate when a person has had too much to drink, and about the intoxication rate factors that affect how quickly a person becomes intoxicated.

50. We have also touched on Blood Alcohol Content and the idea that tolerance can make it harder to accurately assess your guests' levels of intoxication.

51. That knowledge is helpful, of course, but you also need to understand the legal responsibilities that go along with serving alcohol.

52. And you will need guidelines for steps you can take when an incident does occur. We will explore these ideas in a moment. But for now, it's time for a discussion of the information we have covered so far.

Information Review

Remember, as a server of alcohol, you have a responsibility to avoid serving alcohol to people who are already intoxicated or underage. Your experience, coupled with your people skills, will help you better identify whether you need to refuse to serve or even intervene to prevent an intoxicated guest from driving.

Key Ideas

Behavioral Cues can help you determine if a guest is approaching intoxication or is already intoxicated.

Behavioral Cues

The changes in people's behavior after a few drinks are called behavioral cues. Usually, the more alcohol in the bloodstream, the more obvious the cues. Watch for cues in four areas.

- | | |
|---------------------|--|
| Inhibitions | Becoming talkative, displaying loud behavior or mood swings, or exhibiting a notable change in behavior can all indicate <i>lowered inhibitions</i> . |
| Judgment | Behaving inappropriately, using foul language, telling off-color jokes, annoying others, becoming overly friendly, or increasing the rate of drinking are signs of <i>impaired judgment</i> . |
| Reactions | Glassy, unfocused eyes, talking and moving very slowly, forgetting things, lighting more than one cigarette, losing one's train of thought, and slurred speech result from <i>slowed reactions</i> . |
| Coordination | Stumbling or swaying, dropping belongings, and having trouble picking up keys, change, or other items can indicate a <i>loss of coordination</i> . |

Key Ideas

Intoxication Rate Factors affect how quickly a person becomes intoxicated.

Intoxication Rate Factors

These factors help you assess how quickly a person will become intoxicated and can give you an idea of how rapidly that person's BAC will rise.

- | | |
|----------------------------|--|
| Size | Smaller people are typically affected more quickly by alcohol than larger people. However, larger people with a high percentage of body fat can become intoxicated faster. |
| Gender | Women are generally smaller, have more body fat, and tend to reach higher BACs more quickly than men. |
| Rate of Consumption | Gulping drinks and ordering frequently will increase the amount of alcohol taken into the system. |
| Strength of Drink | Drinks of different types (e.g., straight, carbonated, or juice mixer) have varied effects based on their content. |
| Drug Use | Legal or illegal drugs can speed up the effects of alcohol and have an unpredictable outcome. |
| Food Intake | A full stomach before or during drinking slows the absorption of alcohol into the bloodstream. |

Key Ideas

Alcohol is a **depressant** and may interact unpredictably with any other drug.

Potential Alcohol/Drug Reactions

Use of any drug, legal or illegal, may cause adverse reactions when mixed with alcohol:

- | | |
|-----------------------|---|
| Aspirin | Causes damage to the stomach lining and possibly internal bleeding. |
| Antibiotics | There are too many variations to be specific; consult your doctor. |
| Antihistamines | Depress the Central Nervous System (CNS) and can cause drowsiness. |
| Narcotics | Depress the CNS and respiratory functions. May cause loss of consciousness. |

Blood Alcohol Content (BAC)

Blood Alcohol Content is the legal measurement of the amount of alcohol in a person's blood. Here are some key points to remember:

- The more alcohol a person consumes the higher the BAC level will be.
- A guest's BAC level can be different each time he or she drinks.
- Intoxication rate factors affect how quickly the BAC level rises.
- The higher the BAC level, the more behavioral cues you are likely to see.
- Time is the only thing that can lower a person's BAC level.

A 150-pound male guest drinking for one hour on an empty stomach would likely have the following BAC levels:

2 drinks	=	.05 BAC	8 drinks	=	.20 BAC
4 drinks	=	.10 BAC	12 drinks	=	.30 BAC

Most areas have set a legal limit of .08 for Driving While Intoxicated. Some areas also have penalties for driving under the influence at lower BAC levels. As a server, you are not expected to know a guest's BAC level. However, you do need to be concerned with watching for signs of visible intoxication in your guests.

Tolerance

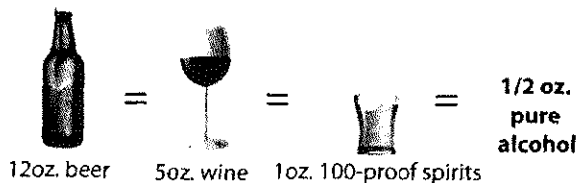
People who drink frequently tend to have a high tolerance. This means they may be able to **hide the behavioral cues** that would otherwise tell you they are intoxicated. Having a high tolerance has **no impact** on a person's BAC level.

This works in both directions. People who do not frequently drink alcohol may have low tolerance. Even with low BAC levels, such people may show signs of intoxication after consuming even a small amount of alcohol.

Additional Alcohol Information

Alcohol vs. Pure Alcohol

All alcohol beverages (beer, wine, liquor, etc.) contain pure alcohol, which is what causes intoxication. Each of the following drinks contains about half an ounce of pure alcohol:



You can determine the percentage of pure alcohol in liquor based on the proof. The percentage of pure alcohol in liquor is 1/2 the proof. For example, 100-proof liquor contains 50% pure alcohol and 80-proof liquor contains 40% pure alcohol.

Key Ideas

Use the BAC example as a guideline. Remember that the Intoxication Rate Factors can skew the results for each person.

Key Ideas

The liver eliminates approximately 3/4 of an ounce of **pure** alcohol per hour.

Effective Server Responses

53. The guidelines you will see in this part of the program are practical, straightforward tips both for preventing intoxication and for handling guests who have had one too many.

54. You can use these guidelines to develop your own techniques that are specific to your work situation and company policy.

55. You can often prevent problems just by sizing up your guests to make sure they are old enough to drink.

56. You know you cannot serve underage guests. So if there is any doubt about someone's age, ask for identification and check it carefully. If you are unsure about one ID, ask for others. But remember that underage guests may have several forms of false identification. If you still have doubts, call your supervisor or security.

57. Another situation to watch for is someone ordering multiple drinks. A person ordering multiple drinks may be buying for people who are underage.

58. Keep an eye on how much each person is drinking. If you pick up early on danger signs, you can take some steps to slow down the drinking.

59. To some extent, you can control how much people drink by always measuring the alcohol you serve. Never mix strong drinks. You do your guests no favors by over-pouring because strong drinks may catch people off guard.

60. Over-pouring can also cause headaches for yourself since you are the person likely to have to deal with any guest who has had too much to drink.

61. If you want to slow down someone's drinking, one way to do so is to offer refills only on request. Let people nurse their empty glasses; the waiting will allow time for the body to process at least some of the alcohol the guest has already consumed.

62. Another way to slow down drinking is to suggest coffee or a soft drink to someone who has had one too many – on the house, if that's in line with company policy.

63. Non-alcohol beverages will not make a person sober, but they will buy time.

64. If you have someone who's really intoxicated, drinking coffee may not buy the guest all the time he needs, but it will buy you time to figure out how to deal with the situation.

65. Food can buy time, too. Remember that alcohol is absorbed more slowly if guests eat while they are drinking. The liver eliminates approximately 3/4 of an ounce of pure alcohol per hour, so the more time between drinks, the better.

66. Despite all your precautions, people do sometimes drink too much. That's when you have to cut someone off.

67. Once you have made the decision not to serve someone more alcohol, stick to it.

68. It's not always easy, but never hesitate to say "no" if you have to. If you pick up on cues that a guest is intoxicated, be friendly and firm. Say "Sorry, but I can't serve you any more alcohol. It's against the law."

69. Let them know why they should slow down, and that you're concerned about their safety.

70. If the guest persists, repeat yourself: "I'm really sorry, Sir (or Ma'am), but I just can't serve you another drink. Would you like some coffee instead?"

71. Don't say, "I'm not giving you any more because you're intoxicated!" It'll only antagonize the person. If you're polite but firm, most people will get the message. If they don't, call the manager.

72. If the guest tries to persuade you to change your mind, remember that the law requires you to make a reasonable effort to see that guests don't drink too much.

73. In fact, it's a good idea to document any alcohol-related incident – such as when someone becomes angry because you've refused service. Keep a log book handy to jot down the date, the time, and what you did to keep the guest from drinking any more alcohol.

74. If you don't make a reasonable effort to prevent an intoxicated guest from drinking, you could be held legally responsible if that person has an accident. It's called Dram Shop Liability in some areas, but the principle applies in other areas under common or general negligence laws. If you are found liable, you could lose your job, cost the management its liquor license, and maybe even be sued.

75. It's just not worth it. So if you have doubts about serving alcohol, don't serve.

76. You will find that your people skills will come in handy when you have to deal with a guest who has had too much to drink. Most people, no matter how intoxicated they are, will respond to a polite but friendly request, a little eye contact, and a smile. This personal tactic will often defuse anger or deflect an argument.

77. The tone you set at a bar or restaurant determines the kind of drinking that goes on. If you make it a practice to serve anyone, anytime, in any condition, you will have to deal with unruly guests in addition to potential consequences related to breaking the law.

78. But if, instead, you promote a sociable atmosphere and responsible drinking, you will stay on the right side of the law, you will have an easier time while on the job, and your guests will enjoy a safer and more pleasant time in your establishment.

Legal Information



Key Ideas

You must make a reasonable effort to prevent underage drinking and intoxication.

Reasonable Efforts

The law requires that you, as a server of alcohol, make a reasonable effort to prevent intoxication in guests, prevent alcohol sales to minors, and intervene if a guest does become visibly intoxicated. This can include calling the police if necessary. Some examples of reasonable efforts include:

- offering food
- providing alternate transportation
- cutting-off a guest
- checking IDs
- becoming trained in responsible alcohol service
- calling the police
- measuring drinks
- serving complimentary water or soda
- enlisting help from the guest's friends.

Understanding Liability

Whether you are a server, manager, or owner of a licensed establishment, you could be held legally responsible for illegal sales to an underage or already intoxicated guest. Two primary types of law apply to licensed establishments - Common Negligence and Dram Shop Liability. If you have any questions about liability issues specific to your area, you should contact an attorney.

Common Negligence

Based on prior court cases, these laws set a minimum standard for the actions a reasonable person should take to prevent problems. Negligence laws can cover a broad range of situations and are relied on in many cases where alcohol is alleged to be a factor in an incident.

Dram Shop Liability

Dram Shop Acts make servers of alcohol beverages responsible for sales to persons under the legal drinking age or those who are visibly intoxicated. For the purpose of these laws, "sale" refers not only to the sale of bottled liquor, but also to the serving of individual drinks at an establishment. These laws are designed to make servers of alcohol beverages liable for any harm caused to a third-party by a person to whom they have sold alcohol.

ID Checking Process

As a server of alcohol you must make certain that all your guests are of legal age. Check for valid ID from anyone who looks to be under 30 years old. Determining if an ID is valid can be one of the toughest yet most important responsibilities you face. When checking IDs you must be aware of the acceptable forms of ID in your area. Contact your local liquor authority for requirements specific to your area.

Key Ideas

In most areas, legal forms of identification must have both a photo and a date of birth.

Commonly Acceptable Forms of ID

1. Valid photo driver's license
2. Valid photo state-issued ID card
3. U.S. active-duty military ID
4. Valid Passport
5. Alien registration card.

Unacceptable Forms of ID

1. Counterfeit IDs
2. Student IDs
3. Altered IDs
4. Borrowed or Stolen IDs
5. Expired IDs
6. Order-by-mail IDs.

Steps to Follow to Check IDs

Step 1: **Ask the guest to remove the ID from his/her wallet.** You may want to compare the ID to the ID Guidebook, which shows all valid IDs from every state and province in the U.S. and Canada.

Step 2: **Determine whether or not the ID is valid:**

- a. Check the birth date.
- b. Check the expiration date.
- c. Examine the lamination. (Is it torn, frayed or damaged?)
- d. Look at the composition of the ID. (Does it correspond with the ID book?)
- e. Compare the guest's signature with the one on the ID.
- f. Compare the photograph to the person in front of you.
- g. Shine a flashlight to the back of the ID to spot any cuts or abrasions.

Step 3: **Communicate with the person by asking questions, such as:**

- a. What is your astrological sign?
- b. When did you graduate from high school?

You do not need to know the answers. You are simply looking for **hesitation** in the person's response that might suggest this is not the person's valid ID.

Step 4: **If you have any reservations, ask the guest for a second form of ID or tell him/her that you will have to get the ID approved.** (See Underage Warning Signs.)

Step 5: **Know where the alcohol is going.** If you suspect that a guest is purchasing for an underage person, you cannot make the sale.

Step 6: **If you still have doubts -- don't make the sale!**

Key Ideas

The only way to be sure your guest is of age is to check ID! Many illegal sales occur because servers either do not check at all or do not check carefully.

Underage Warning Signs

A few signs may alert you to a potentially underage person. A guest may:

- hand money to someone else who is obviously of age
- hide one's face or look away while you are studying the ID
- seem nervous and move around frequently
- state that he is a regular or a friend of an employee
- be in the restroom when the group orders for him/her
- pick up an empty glass and ask for "another one"
- order an unusual drink, such as a shot of rum
- come to the bar to order drinks for a table full of people
- get upset when asked for ID.

Jurisdiction-Specific Information

This exercise highlights specific information related to your jurisdiction's liquor laws. Your trainer will help you complete the statements or provide an information sheet you can use to find the answers yourself.

1. The minimum legal age to consume alcohol in my area is _____.
2. The minimum legal age to pour or serve alcohol in my area is _____.
3. In my area, the legal Blood Alcohol Content limit for intoxication while driving is _____.
4. My jurisdiction (does/does not) _____ have Dram Shop Liability Laws.
5. Three acceptable forms of identification in my area are:
 - _____
 - _____
 - _____
6. My jurisdiction (does/does not) _____ have a recommended age for carding. If it does, that age is _____.
7. In my area, an underage person (can/cannot) _____ be given alcohol purchased for him/her by a parent or legal guardian in a licensed establishment.
8. My jurisdiction (does/does not) _____ regulate server training. If it does, here are some important points about those regulations:

9. Some common penalties for violation of the liquor laws in my jurisdiction include the following: _____

10. Some common policies regarding the confiscation of IDs in my jurisdiction are: _____

11. If I have more questions about liquor laws in my area, I can call the Alcohol Beverage Commission or Liquor Control Board at _____

Note: Jurisdiction or area can be a country, state, province, city, or county.

Documentation



Key Ideas

Good documentation can be the best way to prove you acted responsibly.

Accurate records are important in demonstrating that reasonable efforts have been made to avoid serving intoxicated or underage guests. Establishments should document all alcohol-related incidents in a daily log book.

The Incident Report Form can be a valuable line of defense for establishments facing civil or criminal liability lawsuits. Use a bound Incident Report Log Book to record all reasonable efforts made to prevent illegal alcohol sales.

INCIDENT REPORT FORM

001

Date: _____ Time of Day: _____

Manager: _____ Primary Staff Person: _____

Other Staff Involved: _____

Name/Description of Patron: _____

☐ ID Confiscated

☐ Transportation Offered

☐ Non-Alcohol Beverage Served

☐ Police Contacted

Intervention Strategies Used: _____

Witnesses: _____

Comments: _____

Form Completed By: _____

Signature: _____ Date: _____

January

01/01

☐ No Incident ☐ See IRF No.: _____

Signature: _____

01/09

☐ No Incident ☐ See IRF No.: _____

Signature: _____

Establishments may create their own bound Daily Log/Incident Report Log Books for use in documenting incidents. Incident Report Log Books are also available for purchase from TIPS by calling 800-438-8477.

Note: Management may wish to consult with an attorney prior to implementing any documentation policies.

Information

Review Questions

This review is designed to let you know how well you have understood the material presented in the Information section. Complete the statements below. Review any questions with your trainer.

1. Your skills in observing how people act, hearing what they say, judging their needs, and responding appropriately are your _____.
2. Behavioral _____ provide information that shows you how much your guests are being affected by alcohol.
3. Alcohol helps us relax because it slows down the body systems and acts as a _____.
4. Alcohol affects behavior progressively in four basic areas: Inhibitions, Judgment, Reactions, and Coordination. Complete the following statements with one of these areas:
 - a) Lowered _____ are noticeable as guests become especially talkative and relaxed.
 - b) A gap between how people think they are behaving and how they actually behave indicates impaired _____. People may become overly friendly, annoy others, or overrate themselves.
 - c) Slowed _____ can be observed physically, when speech becomes slurred and routine motions become difficult, or mentally, when there is a loss of concentration.
 - d) Losing one's balance, swaying, and spilling drinks are cues that indicate loss of _____.
5. Alcohol, unlike other foods, is absorbed rapidly into the _____ circulating throughout the body and affecting the brain.
6. A measurement of the level of alcohol in the bloodstream is called _____.
7. The strength of the drink, the rate of drinking, whether food is eaten or medication is taken, and the gender, height, and weight of the person are all _____.
8. In most areas legal identification must have both a _____ and the _____ to be considered valid.
9. People who drink frequently may have developed a high _____, which allow them to hide the Behavioral Cues they would otherwise exhibit.
10. Serving non-alcohol beverages, snacks, and food to an overindulged drinker will not counteract the alcohol, but this strategy does _____.
11. To effectively refuse service, servers should do these three things:
 - 1) _____
 - 2) _____
 - 3) _____
12. In many areas, if a drinker becomes intoxicated and goes on to incur damages, the server/seller, manager, and owner can be held responsible under _____.
13. To protect yourself against liability, the law requires that you make _____ to prevent a guest from becoming legally intoxicated.

Skills Training, Part I - Evaluating Cues

Evaluating Behavioral Cues

In this section, we will review video clips, allowing you to assess a guest's level of intoxication using all the information you have learned so far. Remember to watch for the behavioral cues and intoxication rate factors to help you determine the level of intoxication.

Behavioral Cues

- Lowered Inhibitions
- Impaired Judgment
- Slowed Reactions
- Loss of Coordination.

Intoxication Rate Factors

- Size
- Gender
- Rate of Consumption
- Strength of Drink
- Drug Use
- Food Intake.

Remember that different people will show different sets of behavioral cues. Also, it is important to distinguish between personality traits and signs of impairment -- particularly since you have only a short time to interact with your guests.

Rating Chart

Use the rating chart to evaluate the video scenes on the following page.

- | | |
|----------------|--|
| Level 1 | No Problem/Drinking Responsibly. This person is enjoying alcohol responsibly. |
| Level 2 | Potential or Borderline Intoxication. This person is not definitely intoxicated but needs to be watched. Level 2 also applies when you think the guest is underage or buying for someone underage. |
| Level 3 | Definitely Intoxicated. This person is demonstrating many cues and intoxication rate factors. |

Rating Chart

Level 1 No Problem/Drinking Responsibly

Level 2 Potential or Borderline Intoxication

(Includes guests you believe may be underage or buying for underage people.)

Level 3 Definitely Intoxicated

Now, rate the Guest.

Scene / Situation		Rating	Reasons / Cues
I-A	Two couples receive a round of drinks.	1	No Problem • First round • Ordering appetizers • Clear speech • Good coordination
I-B	Two women seated at a table.	2	Risk - Potential Intoxication • Overly friendly • Rapid drinking • Slightly slurred speech
I-C	Two friends at a bar.	3	Intoxicated • Competitive drinking • Extremely slurred speech
I-1	Man orders at a bar.		
I-2	Two male guests place an order with the bartender.		
I-3	Two women enjoy margaritas before dinner.		
I-4	Couple have cocktails at their table.		
I-5	Female guest requests a replacement drink.		

Scene / Situation	Rating	Reasons / Cues
I-6 Two male guests watch a sporting event.		
I-7 Two couples are out for an evening.		
I-8 Male guest places an order at last call.		
I-9 Male guest talks to a female server.		

Self-Test

This self-test is designed to highlight how well you have understood the material presented in this section. Rate the following three scenes the same way you did the preceding ones. Check your answers on the following page.

Level 1 No Problem/Drinking Responsibly

Level 2 Potential or Borderline Intoxication

(Includes guests you believe may be underage or buying for underage people.)

Level 3 Definitely Intoxicated

Now, rate the **Guest**.

Situation	Rating	Reasons / Cues
I-10 Group of male guests celebrate a business deal.		
I-11 Two female guests have a disagreement.		
I-12 Two couples discuss whether or not to order another round.		

Self-Test Answers

Situation	Rating	Reasons / Cues
I-10 Group of male guests celebrate a business deal.	3	Intoxicated • Lowered inhibitions • Impaired judgment (offers to buy beers for the house) • Slurred speech • Slumped posture
I-11 Two female guests have a disagreement.	2	Risk - Potential Intoxication • Lowered inhibitions • Impaired judgment (over-reacts and uses inappropriate language) • Good reactions • Excellent coordination
I-12 Two couples discuss whether or not to order another round.	3	Intoxicated • Lowered inhibitions • Impaired judgment (pushes friends into drinking more) • Loss of coordination • Note reactions of others at the table

Skills Training, Part 2 - Evaluating Responses

The way you respond to a guest who is on the way to over-drinking is the key to whether he or she accepts your intervention. The following six guidelines give you specific strategies for intervening effectively.

Intervention Guidelines

Guideline 1: Decide on an appropriate response based on your guest's behavioral cues.

Reason: You can control a situation by how you speak to people. If you speak in an even tone, you can maintain control and avoid escalating the guest's behavior.

Examples: "Please try to keep your voice down. Thanks."
"I'm sorry, but if I have to remind you again about loud talking, I'll have to call the manager."

Guideline 2: Make clear statements. Speak directly to the point.

Reason: Your guest needs to understand what you are saying, and what you are suggesting to remedy the problem.

Example: "I'm sorry, I cannot sell you any alcohol. Would you like to purchase something else?"

Guideline 3: Use "I" statements.

Reason: You can avoid making the guest feel defensive by using "I" statements. Not only does this help you maintain control of the situation, but it also shifts the focus off of the guest's behavior and on to what you can and cannot do.

Example: "I can't sell you this alcohol because I'm concerned about your safety."

Guideline 4: Do not judge or threaten your guests.

Reason: Judgmental statements are perceived as "put-downs" and promote defensiveness and anger.

Examples: "How about trying some of our flavored coffee?"
(This is not judgmental.)

"You're not buying any more alcohol. You're already drunk."

(This is judgmental and offensive. It could provoke an argument from the guest.)

Key Ideas

The Intervention Guidelines offer strategies for preventing unsafe drinking and for dealing with situations involving intoxicated people.

Rating Chart

Guideline 5: Give the guest a reason for your actions.

Reason: People do not like to be treated in an arbitrary or condescending way. Help them understand that you are following rules or laws not just singling them out.

Examples: "I'm sorry, but I could lose my job if I serve you this bottle."
 "Legally I am not allowed to serve you any alcohol at this time."
 "The liquor department has recently been conducting compliance checks. I have to follow proper procedures for checking IDs."

Guideline 6: Provide good customer service and use indirect strategies when appropriate.

Reason: You want to be able to serve alcohol, while ensuring that all sales are legal and safe for your guests. Providing good customer service can help you prevent problems, but you need to maintain control. Often direct strategies are best, but sometimes indirect strategies can be more effective at controlling situations than direct confrontation.

Examples: These direct strategies are often effective:

- Chat with the guests to make fair assessments of their intoxication levels.
- Offer the guest food, if possible.
- Suggest purchasing something other than alcohol.
- Suggest alternate transportation reminding them that they don't want to risk driving while impaired.

These indirect strategies can also help you maintain control:

- Enlist the help of the guest's friend.
- Tell the guest your manager needs to approve the ID.
- Know your management's policy for drink limits.
- Check with your co-workers when changing shifts to see if there are any ongoing problem situations.
- Beware of guests ordering multiple drinks.
- If in doubt, don't serve.

- | | |
|----------------|---|
| Level 1 | Ineffective Response (Server fails to make reasonable effort, or backs down, escalates, or over-reacts to a situation.) |
| | a. Backing down occurs when a server correctly cuts off a guest, but then allows the guest to talk the server into serving another drink. |
| | b. Escalation occurs when a server makes the situation worse by yelling or creating a potentially violent scene. |
| | c. Over-reaction involves a server cutting off a person who is using alcohol responsibly. |
| Level 2 | Moderately Effective Response (Server could have done more.) |
| Level 3 | Most Effective Response (Server makes good use of intervention strategies.) |

Now, rate the **Server**.

Scene / Situation	Rating	Reasons / Cues
II-A Male guest orders another drink and refuses non-alcohol beverage.	1	Ineffective • Is rude initially when refusing service • Backs down • Makes situation worse by over-pouring
II-B Female guest requests another drink from the bartender.	2	Moderately Effective • Refuses service • Bartender's response could have back-fired
II-C Female guest drinks at a bar with a friend.	3	Most Effective • Slows down rate of drinking • Connects with guests
II-1 Male guest at a bar orders a drink.		
II-2 Female guest orders a refill.		
II-3 Man talks to another guest at the next table.		
II-4 Male guest orders drink from a server.		
II-5 Female guest sits alone at a bar.		
II-6 Woman orders a rum and coke.		

Scene / Situation	Rating	Reasons / Cues
II-7 Two male friends order from a bartender.		
II-8 Couple at the bar get ready to leave.		
II-9 Bartender interacts with a male guest.		
II-10 Bartender responds to a guest's inappropriate behavior.		

Self-Test

- Level 1 Ineffective response – Fails to make reasonable effort, or backs down, escalates, or over-reacts.
- Level 2 Moderately Effective
- Level 3 Most Effective

Now, rate the **Server**.

Situation	Rating	Reasons / Cues
II-11 Two guests offer to buy the bartender a drink.		
II-12 Hostess greets an intoxicated couple at a restaurant.		
II-13 Female guest orders drinks for herself and a friend.		

Notes

Self-Test Answers

Scene / Situation	Rating	Reasons / Cues
II-11 Two guests offer to buy the bartender a drink.	3	Most Effective • Friendly • Non-judgmental • Relates well to guests
II-12 Hostess greets an intoxicated couple at a restaurant.	3	Most Effective • Denies service • Seeks help from manager • Gets guests a safe ride home
II-13 Female guest orders drinks for herself and a friend.	1	Ineffective • Does not verify where drink is going • Backs down from asking for ID

Practice

This section is the most important part of today's TIPS session. During Practice, you will be able to take the skills, information, and strategies we have discussed and apply them to some real situations. You will also have an opportunity to see how other people apply these skills and techniques so that you can share ideas and build new strategies.

Key Ideas

Remember, how you say something is as important as what you say.

Special Considerations

- Each person will play the roll of server at least once during practice.
- There is more than one correct way of dealing with problem situations. Suggest alternative strategies.
- After each scene, give positive feedback; avoid negative criticism. How you say something is as important as what you say.

How To Practice

The object of practice is to rehearse effective techniques of intervention. These practice scenes are based on the techniques shown in the skills training video and discussed during the session.

The **guest's role** is to give the server an opportunity to respond to a typical serving situation.

The **server's role** is to select an appropriate response to the guest's behavior, and to act it out as though in an actual situation.

The **audience's role** is to make note of the interventions used by the server and to comment on the effectiveness of the strategies used, following the Intervention Guidelines.

Steps to Follow

1. Observe the trainer as he or she demonstrates effective responses during the practice scene.
2. Choose a familiar situation. (Select from your own experience or from the list of sample situations on the following page.)
3. The trainer will select one group member to play the intervening server and one or two group members to play the guest(s). Everyone else is part of the audience.
4. Keep the practice situation as brief as possible -- two or three exchanges between the server and the guest are enough.
5. In your role as the guest, demonstrate the behavioral cues appropriate to the level of intoxication you wish to portray.
6. After the rehearsal, the audience should provide feedback on the effectiveness of the intervention. Discuss the strategies that worked and share ideas for improvement. Keep the feedback positive.
7. If appropriate, repeat the situation by incorporating constructive suggestions for the server.

Sample Situations

If you have trouble coming up with a situation, choose one from the following list.

General

1. You are sitting alone and drinking pretty fast (consuming a drink every 10 to 15 minutes); your behavior is very intense and exaggerated.
2. You are obviously intoxicated, but demand more drinks.
3. The server is getting ready to close; you are already intoxicated and ask for another drink.
4. You are a regular who is too intoxicated to drive but is about to leave.
5. You threaten not to leave a tip if you aren't served another drink.
6. You are sitting alone and appear depressed and sad.
7. You deny that you are intoxicated and berate the server in front of his manager for not "minding his own business."
8. You use the server's show of concern about possible intoxication to tell her your troubles.
9. Three women, obviously intoxicated, come into the bar and demand service.
10. Two underage people try to fool a server with obviously phony ID cards. They plead with him to give them a "break" and serve them.
11. Two male guests get into a loud argument. A server tries to intervene, but is ignored, and the two men become angrier and more hostile.
12. A server expresses concern for your intoxication level and the fact that you are about to drive a car. You tell her not to worry about it since you have been drinking and driving for years.
13. A female server expresses concern for you (male guest) as you are on the way to becoming intoxicated. You think she is "coming on" to you sexually and you get overly friendly, ignoring her concern about your drinking.
14. You are intoxicated. A server tries to intervene and cut off service. You tell him that alcohol doesn't affect you the way it affects other people.
15. You are obviously intoxicated and demand to play with the dart board. The darts are steel-tipped and could be dangerous.
16. You are sitting quietly at the bar drinking and popping a pill (contents unknown) every half hour or so. You appear to be drinking at a reasonable rate, but begin to act strangely.
17. You claim that the server gave you the wrong change and you become angry with him.
18. You're on your third drink and you say something that proves you are underage. (Example: "I go to [a local high school].")
19. You are intoxicated and from out of town. After running a tab, you tell the server that you don't have enough money to cover the bill.
20. A group of intoxicated guests try to order another round at a bar. When their request is denied, they pull out their own bottles and start drinking.
21. A European couple visiting an establishment are enjoying a bottle of wine and sharing some with their children who are obviously underage.
22. A man walks into an establishment looking perfectly sober and orders a martini. After a couple of sips, he puts his head down on the bar and passes out.
23. An underage person goes into a bar and tries to order a drink.
24. A server comes up to a table where you and your friends are smoking marijuana.
25. You are intoxicated and claim to have left some money on the bar and now it is gone.
26. A woman, nine-months pregnant, goes into a restaurant and orders a drink.

27. You enter a bar and look fine. You order a Martini, and, after serving you, the server turns to help another guest. You then complain that the drink isn't strong enough.
28. You pull out illegal drugs and start taking them at the bar.
29. You slip something into your date's drink while she isn't looking. The server sees you do it.
30. You are about to serve a beer to a guest at the bar when he has an epileptic seizure. After it ends, he still wants the beer.

Hotel

1. The front desk is notified of a noise disturbance on the 8th floor. An employee goes up to investigate and finds two women heavily drinking their own liquor.
2. At a wedding reception, an underage person attempts to get champagne from the bar.
3. An important officer of the hotel management company is intoxicated at a company party and demands more drinks.
4. A room service waiter delivers a bottle of liquor to a room and sees some very young looking people having a party.
5. An intoxicated guest who has been cut off in the lounge tells the bartender that he will go to his room and order room service.
6. An intoxicated guest leaves a banquet and asks a front desk clerk where he can go to dance and drink.
7. The host of a very expensive banquet is intoxicated and asks the valet to get his car.
8. Guests at a hotel wish to bring their two teens into the lounge for drinks.
9. A waiter knocks on the door and the person inside asks who it is. The waiter responds, "I have your drinks, sir." Unable to open the door, the guest fumbles at the lock and curses.
10. A maid finds a guest passed out in his room -- the minibar is almost empty.
11. A guest checks into a hotel, stumbles, drops his keys and pen. He then asks the clerk for directions to the closest bar.
12. Security escorts one or more intoxicated people up to their room. As they enter, one of the guests says, "Break open the mini-bar!"
13. A guest gets a drink from a banquet bar, then goes back and gives it to someone who appears to be underage.

Wrap-Up

Throughout today's program, we have discussed strategies for helping your guests enjoy themselves at your establishment while keeping them on the safe side of drinking. You and the other participants have enhanced the program by sharing your experience and expertise.

You can begin using all the new strategies and knowledge you have learned today on your next shift. Your management will be impressed with the new level of professionalism you bring to your job after having completed this training.

Now is a good time to ask any questions you may still have or want to revisit. Or, you may want to quickly review the key points from today's session. To summarize, we have covered:

- the effects of alcohol and how to detect visible intoxication in your guests
- the legal responsibilities you have as a server of alcohol
- strategies for preventing alcohol-related situations from developing into problems
- techniques for intervening successfully with an intoxicated guest.

This program was designed to build your confidence in providing outstanding guest service while making sure service is legal and your guests are safe. Using the information in this program, your own experience, and the ideas shared by the other participants today, you can make a real difference in preventing illegal alcohol sales and related problems.

After your session, you may find that you have a situation you want to discuss, or you may have questions about your test results or certification card. Complete the following information so you will be able to contact your trainer whenever necessary.

Trainer/Co-Trainer Contact Information

Name(s): _____ Trainer Number(s): _____

Phone Number(s): _____

Email(s): _____

Completing the TIPS for On Premise Program

The final part of this program is completing a certification test to demonstrate that you have learned and understand the material presented in the course.

Please remove and complete the Session Evaluation Form on page 29 before taking the test. Then remove the TIPS for On Premise Certification Test on page 31.

It is very important to provide complete and accurate information on the test form. The information you provide there determines what appears on your certification card and allows your certification record to be retrieved through our web-based system, Certification Manager. Be sure to follow the instructions printed on the back of the test.

If you have any questions while taking the test, feel free to ask your trainer(s) for assistance.

Thank you for your participation today, and good luck!

Key Ideas

You can apply the skills you have learned to increase your effectiveness on the job.

TIPS® - Session Evaluation - On Premise Program

How would you rate your trainer(s) in the following areas?

- | | EXCELLENT | VERY GOOD | GOOD | FAIR | POOR |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. Industry Knowledge | ☐ | ☐ | ☐ | ☐ | ☐ |
| 2. Program Knowledge | ☐ | ☐ | ☐ | ☐ | ☐ |
| 3. Facilitation/Presentation Skills | ☐ | ☐ | ☐ | ☐ | ☐ |
| 4. Punctuality and Preparedness | ☐ | ☐ | ☐ | ☐ | ☐ |
| 5. Enthusiasm/Energy | ☐ | ☐ | ☐ | ☐ | ☐ |

6. How does TIPS compare with other alcohol server training you have had?
☐ TIPS is more effective.
☐ TIPS is about the same.
☐ TIPS is less effective.
☐ I have not had any other alcohol server training.
7. In what area of your job will TIPS training be most beneficial? (Select only one answer.)
☐ Dealing with alcohol-related incidents
☐ Customer service
☐ Peer relations
☐ Management relations
☐ TIPS training will not benefit me in my job.
8. Do you think TIPS training will increase your confidence in dealing with intoxicated guests?
☐ Yes ☐ No
9. Was the personal interaction with the trainer and other session participants a crucial ingredient in the effectiveness of today's training?
☐ Yes ☐ No
10. Are you interested in becoming a TIPS trainer?
☐ Yes ☐ No
11. How much did the class cost?
☐ \$ 0 - \$25 ☐ \$76 - more
☐ \$26 - \$50 ☐ Don't know
☐ \$51 - \$75
12. At your organization, the biggest alcohol-related concern is:
☐ Underage drinking
☐ Intoxicated walk-ins
☐ Over-serving
☐ Unruly behavior by patrons

13. Is personal liability related to alcohol sales/service a major concern in your work environment?
☐ Yes ☐ No
14. Indicate any type of training (other than on-the-job) that your organization provides to prepare you for serving alcohol.
 (Select only one answer.)
☐ CD-ROM ☐ Other
☐ Internet-based ☐ None
☐ Self-taught
15. What kind of alcohol is sold at your establishment?
☐ Beer, mainly
☐ Wine, mainly
☐ Spirits, mainly
☐ Beer and wine only
☐ My establishment sells beer, wine and spirits.
16. What is your job position?
☐ Owner ☐ Wait Staff ☐ Security
☐ Manager ☐ Human Resources ☐ Valet
☐ Bar Staff ☐ Front Desk ☐ Other
17. What is your primary language? (Select only one answer.)
☐ English ☐ French ☐ Spanish
☐ Arabic ☐ Korean ☐ Thai
☐ Chinese ☐ Portuguese ☐ Vietnamese
☐ Farsi ☐ Russian ☐ Other
18. What caused you to attend today's session?
☐ I attended based on my personal interest.
☐ I was required to attend by my establishment and/or state or municipality.
19. Do you believe that alcohol server training should be required by law for establishments that serve alcohol?
☐ Yes, should be required by law
☐ No, should not be required by law

PLEASE DO NOT WRITE IN THIS AREA

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Wrap-Up

Use instructions on back for completing form.

- * Use No. 2 pencil, blue or black ink.
- * Darken the circle completely.

- Erase clearly any marks you wish to change.
- Do not make any stray marks on this form.

Right
Wrong



Do not photocopy, fold, staple, hole-punch or damage this scan form or it may not be processed

Work Phone										Home Phone										Social Security #										Birth Date									
AREA CODE										AREA CODE										AREA CODE										M		D		Y		Y			
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Please fill-in answer circles completely. There is only one correct answer.

ANSWERS TEST	1 A B C D E	11 A B C D E	21 A B C D E	31 A B C D E	41 A B C D E
	2 A B C D E	12 A B C D E	22 A B C D E	32 A B C D E	42 A B C D E
	3 A B C D E	13 A B C D E	23 A B C D E	33 A B C D E	43 A B C D E
	4 A B C D E	14 A B C D E	24 A B C D E	34 A B C D E	44 A B C D E
	5 A B C D E	15 A B C D E	25 A B C D E	35 A B C D E	45 A B C D E
	6 A B C D E	16 A B C D E	26 A B C D E	36 A B C D E	46 A B C D E
	7 A B C D E	17 A B C D E	27 A B C D E	37 A B C D E	47 A B C D E
	8 A B C D E	18 A B C D E	28 A B C D E	38 A B C D E	48 A B C D E
	9 A B C D E	19 A B C D E	29 A B C D E	39 A B C D E	49 A B C D E
	10 A B C D E	20 A B C D E	30 A B C D E	40 A B C D E	50 A B C D E

OFFICE USE ONLY										Test ID	Language Code	Date of Test	Trainer Name	Trainer Number		
Year		Certification #														
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By signing this form participants release Health Communications, Inc. and its employees from all liability for and damages resulting from illegal trainer conduct, trainer performance and deviations from the approved curriculum.

Signature: _____

CANYON

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To be processed, forms must be originals and not folded, stapled, hole-punched or damaged.
Keep copies only for your records.

Instructions for Completing the TIPS Certification Test

First Name, M.I. and Last Name: Write in your first name, middle initial and last name. Be sure to provide your name as you want it to appear on letters, certification documents, or reports related to your certification.

Gender: Darken the appropriate circle to indicate your gender.

Employer/Organization Name: Write in the full name of the establishment or organization where you are currently employed.

Address: Write in the full address of the establishment where you work. Include the street, suite or box number (if applicable), city, state abbreviation, and extended zip or postal code. If you work outside the USA, supply the name of the country where your establishment is located using the abbreviated country code.

Email: Provide a valid email address if you wish to be notified directly of your test results. In the absence of an email address for you, we will send your results only to your trainer.

Work and Home Phone Numbers: Write in the numbers and darken the circles to indicate the main phone number and area code of the organization where you work, and your home phone number and area code.

Social Security #: Write in the numbers and darken the circles to indicate your Social Security Number. Be sure to darken one and only one circle for each column.

Birth Date: Write in the numbers and darken the circles to indicate your birth date, using a Month/Day/Year format. Be sure to darken one and only one circle for each column. Use 2-digits for both the month and day, and 4 digits for the year.

Test Answers: Mark your answers to the test questions in the area labeled Test Answers. Your test may have fewer than 50 questions. Use only the answer spaces that correspond to the questions on your test, and mark only one circle for each question.

Office Use Only: The information in this box helps identify the test you are taking. Please do not make any marks in this section.

Test ID: Write in and darken the circles to indicate the Test ID of the test you are taking. This ID is pre-printed on the upper right corner of the Test Questions. If there is no Test ID on your Test Questions, leave this field blank.

Language Code: Using the following codes, write in the numeral and darken the circle to indicate the language of the test you are taking.

0 - English	2 - Korean	4 - Chinese	6 - Arabic
1 - Spanish	3 - Japanese	5 - French	

Training Method: Darken the circle that describes how you took this program. Not all methods are available for all programs.

Date of Test: Write in today's date (Month/Day/Year format).

Trainer Name and Number: If the material for this exam was taught by a trainer, write in the name and number of the trainer in the space provided.

Signature: Sign your name in the space provided at the bottom of the form to indicate that the information you supplied on this form is complete and accurate to the best of your knowledge.

Required State Information

A number of states in the USA require that we collect additional information for individuals trained in the sale or service of alcohol. Your trainer or supervisor can tell you if your state regulates alcohol server training. If so, you must supply the following identifying information.

ID Number: _____ **Type of ID:** _____

Provide your Driver's License number or other state-approved ID number. Be sure to indicate the type of ID (for example, Driver's License, Military ID, etc.).

Issuing Agency: _____ **Issuing State:** _____

Provide the name of the federal or state agency that issued the ID and the state where the ID was issued.

Height: _____ **Weight:** _____

Write in your approximate height, expressed in feet and inches, and your approximate weight, expressed in pounds.



HEALTH COMMUNICATIONS INC.

1400 Key Boulevard, Suite 700

Arlington, VA 22209

Phone: 800-438-8477

Fax: 703-524-1487

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1544

☒ ON PREMISES PERMIT
☐ OFF PREMISES PERMIT
☐ ON AND OFF PREMISES PERMIT
☐ MANUFACTURER'S OR DISTRIBUTOR'S PERMIT
☐ SPECIAL EVENTS PERMIT

DATE OF EVENT _____
HOURS OF EVENT _____

PERMITS SHALL BE ISSUED TO THE OWNER OF THE BUSINESS, WHETHER A PERSON, FIRM, CORPORATION, JOINT-STOCK COMPANY, SYNDICATE, OR ASSOCIATION.

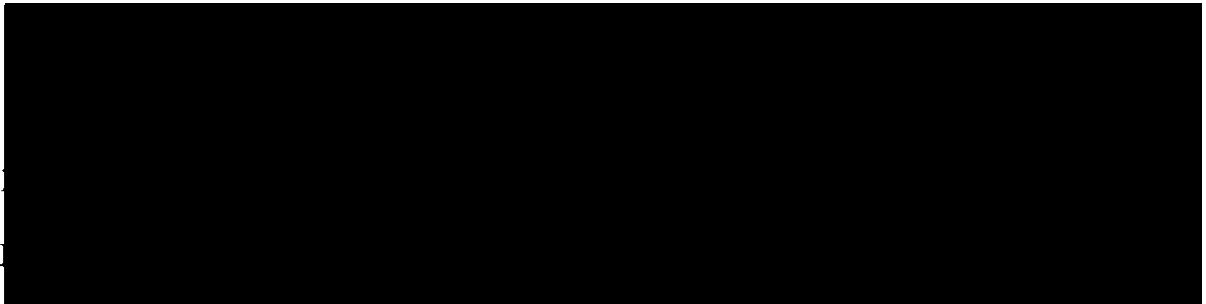
1. **Owner (Applicant)** Tupelo Honey Hospitality Corporation
- Person** __ **Firm** __ **Corp** X **LLC** __ **Joint-stock co.** __ **Syndicate** __ **Association** __
2. **List all persons, firm, joint-stock companies, syndicates, or associations having at least a 5% ownership interest in the business (attach additional sheet, if needed). Please give name and address.**
- See Attachment
3. **If the applicant is a corporation, are they authorized to do business in the State of Tennessee?** Yes
4. **Under what trade name will this business operate?**
- Tupelo Honey Cafe
- City of Franklin business account number** Currently Applied For

5. **Location of the business by street address. For special event, list location of the event.**

2000 Meridian Blvd., Ste. 110, Franklin, TN 37067

Phone number of the business (828) 255-4404

6. **Please give the following information on the person who will be managing the business. This person is an owner _____ or a managing agent X.**



7. **Specify the identity, address and daytime contact phone number of the person to receive annual privilege tax notices and any other communication from the City.**

Name John Nichols **Title** Finance

Mailing Address 1200 Ridgefield Blvd., Suite 290

City, State, Zip Asheville, NC 28806

Daytime contact phone number (828) 255-4404

8. **Will the permit be used to operate two or more restaurants or other businesses under the same permit as permitted by T.C.A. Section 57-5-103(a)(4) within the same building? Yes _____ No X.**

If so, specify number _____. List the names of the restaurants or other businesses and describe their location (use additional sheet if necessary)

N/A

9. Do you own the premises on which you will operate? No
If no, please give the name and address of the property owner.

Boyle 2000 Meridian Joint Venture

2000 Meridian Blvd., Suite 250, Franklin, TN 37067

10. Has any person having at least 5% ownership interest, managers or employees of the business been convicted of any violation of beer or alcoholic beverage laws or any crime (other than minor traffic violations) within last ten (10) years? No If so, give particulars of each charge, court and date convicted.

11. Has this owner or the owners organization had a beer permit revoked, suspended, or denied in the State of Tennessee? Yes No X If so, please give date, place and cause of said revocation.

12. Give the name and address of the former beer permittee at this establishment.

This is a new establishment so there is no previous beer permittee.

13. Give applicant's history of involvement in the beer business, if any.

Tupelo Honey Hospitality Corporation is a North Carolina corporation that owns 10 restaurant locations throughout the Southeast with each location having beer and liquor permits.

14. Give applicant's employment record for the past 10 years.

Tupelo Honey Cafe - Chief Executive Officer - 2007 to Present

Retired - 2006 to 2007

Owner, Florida Lawn & Garden - 2005-2006

15. What is the exact nature of the business in which you are applying for a beer permit?
(Restaurant, tavern, motel, etc.)

Full service restaurant and bar

16. Will a full course menu be served? Yes
17. Will separate and sanitary facilities be maintained for men and for women? Yes

18. Will dancing be allowed on your premises? No
If yes, do you acknowledge that section 9-102 of the Franklin Municipal Code prohibits the operation of establishments allowing dancing between 1:30 AM and 8:00 AM? _____

TRAINING POLICY:

All beer applications must have a training policy submitted with application. This policy must include training regarding the sale of beer to minors.

19. Please read the following and upon signature of this application, you do understand and agree to comply if you are granted a permit.

- (a) You will not sell beer or similar beverages except at the place or places for which the beer board has issued your permit.
- (b) You will not sell beer or any like beverage except in accordance with the terms of said permit.
- (c) If this application is made for permit to sell and not for consumption on the premises, you will not sell for consumption on the premises and not allow consumption on the premises.
- (d) You will rigidly enforce the law against sales to minors.
- (e) You will prohibit gambling at your establishment and understand that the conduct of such activities on the premises will result in revocation of your permit.
- (f) You will secure a certificate or statement from the health department or health officer that the premises covered by the application meet the requirements of the ordinances of the City of Franklin and the laws of the State of Tennessee.
- (g) You will not attempt to transfer this permit to anyone else.
- (h) You will display this permit in a prominent place in your establishment.
- (i) You will not sell or distribute beer between the hours of 3:00 AM and 6:00 AM (8:00 AM for on premises consumption) during the week and between the hours of 3:00 AM Sunday and 12:00 Noon Sunday (10:00 AM for on premises consumption).
- (j) You will prohibit the congregation at your establishment of those who reasonably appear to be intoxicated, lawless, rowdy, or prostitutes.
- (k) You will not allow any liquor with alcoholic content of greater than five percent (5%) to be consumed on the premises.

- (l) You will not allow any sale or delivery of beer for consumption on the premises outside of the building, it being the intention to prohibit the sale of beer by what is commonly known as "curb service" or "curb sales" of beer.
- (m) You will comply with all requirements of section 2-201 through 2-229 of the municipal code of the City of Franklin.

A non-refundable \$250 fee must accompany this application and the application shall be submitted at least fifteen (15) days prior to the Beer Board meeting at which it is to be considered. If the application is approved you are required to provide documentation of sales tax registration to the city within ten days of approval. Any applicant making false statement in this application shall forfeit his permit and shall not be eligible to receive any permit for a period of ten years.

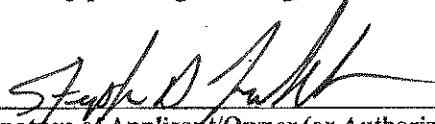
A privilege tax of \$100 is imposed on the business of selling, distributing, storing or manufacturing beer in this state effective January 1, 1994 and each successive January 1. Any holder of a beer permit issued after January 1, 1994 shall pay a pro rata portion of this annual tax when the permit is issued.

I hereby make application to the City of Franklin Beer Board for a beer permit.

The signing of this application acknowledges that I am aware of the laws prohibiting the sale of beer to minors.

I hereby certify that no person having at least a 5% ownership interest, nor any person to be employed in the distribution or sale of beer in my establishment has been convicted of any violation of the beer or alcoholic beverage laws or any crime involving moral turpitude within the past 10 years.

I am also aware that I shall not be issued a permit or my permit shall be revoked if my business location causes traffic congestion or interferes with schools, churches, or other public places of public gathering, or otherwise interferes with public health, safety and morals.



Signature of Applicant/Owner (or Authorized Corporate Officer)

On behalf of: Tupelo Honey Hospitality Corporation

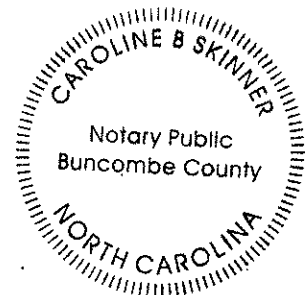
Name of Business Entity

Sworn to and subscribed before me this 24 day of July, 20 15



Notary Public

My Commission Expires: May 2, 2018



Official Use Only

Application Fee \$ 250.00 Date Paid 7-29-15
Privilege Tax \$ 42.00 Date Paid 7-29-15
Board Meeting Date 8 11, 15

ATTACHMENT TO
FRANKLIN, TN BEER PERMIT APPLICATION
LIST OF >5% SHAREHOLDERS OF
TUPELO HONEY HOSPITALITY CORPORATION

NAME	TITLE	ADDRESS	ACTUAL NUMBER OF SHARES	PERCENTAGE OF STOCK OWNED
Stephen Frabitore	Shareholder, Officer	1 Brookline Drive, Asheville, NC 28803	5,703,750	36.44%
Damon DeSantis (as Trustee of the Damon DeSantis Revocable Trust)	Shareholder	7385 Galloway Road, Suite 200 Miami, FL 33173	6,254,257	39.95%
Dean DeSantis	Shareholder	815 Idlewyld Dr. Ft. Lauderdale, FL 33301	882,097	5.63%

City of Franklin

P O Box 705
Franklin, TN 37065
(615) 791-3225

DATE: 7-29-15
TO: ~~CODES DEPT~~
FIRE DEPT
FROM: CHRISTY MCCANDLESS, ACCOUNT MGMT SUPERVISOR
RE: BUILDING INSPECTIONS FOR APPLICATION FOR BEER PERMIT

☒ ON PREMISES PERMIT
☐ OFF PREMISES PERMIT
☐ ON AND OFF PREMISES PERMIT
☐ MANUFACTURER'S OR DISTRIBUTOR'S PERMIT
☐ SPECIAL EVENTS PERMIT

☐ Applicant is requesting a temporary permit. Please return ASAP.
☒ Please return by 8-3-15 to provide information for Beer Board meeting agenda.

Beer Board Meeting Date 8-11-15

Name of Business Tupelo Honey Cafe
Location of Business 2000 Meridian Blvd # 110

CODES DEPT

THaman

Building Inspector

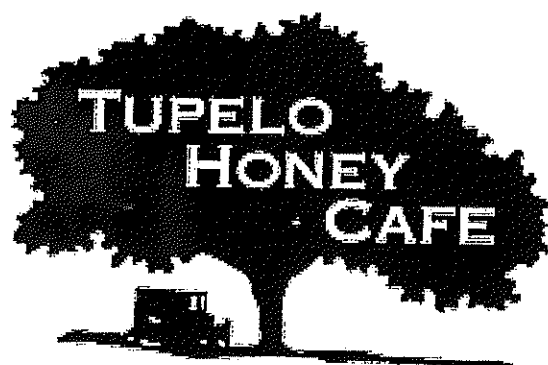
7-30-15

Date

FIRE DEPT

Fire Inspector

Date



NEW SOUTH FLAVORS. SCRATCH-MADE FUN.™

Server Training Manual

New Hires

All new hires receive Policy & Procedures Manual on-line

All new hires need to do basic hire paperwork (7 forms) in-house

Server Training Servers MUST pass all test before proceeding to next follow

Day 1 Orientation (Probably @45 min or so come in uniform) in-store

Discuss overall training process and get setup to take test

Training schedule form for Manager & Employee

Test-Policy & Procedures on-line

Day 2 Host/Hostess follow (NOT a weekend)

Test-table numbers & Pivot Points in-house

Test hostess on-line

Test-Shop Talk on-line

Day 3 Expo follow/Food Run follow (weekend ok)

Food test- Breakfast-other items on-line

Day 4 1st server follow Aloha Training, Opening Shift (preferably M-Thurs)

Server comes 30 min early to do Aloha training in-store

Food test- Soups & Starters-Kids Menu-Desserts on-line

Day 5 2nd server follow Opening Shift (preferably M-Thurs)

Food test- Sandwiches- Main Courses on-line

Day 6 3rd server follow Evening shift (early in b-4 follow starts)

(weekend or busy shift)

Food test-Beverages on-line

Test on Liq/Beer/Wine on-line

Day 7 4th server follow , Evening shift(NOT A WEEKEND)(trainee can start to take tables)

Basic Server test on-line

Test on ABC lums on-line

Day 8 5th server follow (Trainee should be taking tables most of

the shift with Trainer right behind them every step of the way)

Training Manual

on-line

Food Fun Facts

Hard Copy

Beverage Fun Facts

Hard Copy

Copy of Floor Chart/table numbers & Pivot Points

Hard Copy

All test will be a test booklet

Hard Copy

Aloha Server training (small manual)

in-store

Train the Trainer (5 follows)

Hard Copy

Restaurant Shop Talk

86'ed	This means that the product is out of stock, we have no more.
In the weeds	Means that a person is in over their head. They need help.
Working	This is a response given when someone calls out for help.
Hands	I need HANDS in the window or service well etc.
On the Fly/Tropical	This means that you need the item NOW, ASAP like yesterday.
All Day	A recount of everything ordered or working at the time.
E.T.A.	Estimated time of arrival
Dragging	One item is lacking on an order which is otherwise complete
Behind	Means simply that but let's a slower moving person know you are there
Around	Means you are going around or need to get around someone
Heard	Simply a response to someone's calling. Ex. Hands, hot tray...

Bar Lingo

Well:	Liquor brand stocked by the house and sold at lowest cost.
Call:	Brands requested by a specific name: Absolute & Tonic.
Premium:	"Top Shelf" products, more expensive liquor.
Cordials:	Liquors. Usually served after dinner or as ingredients in shooters. Examples: Grand Marnier, Amaretto, Brandies and Schnapps
Rocks:	Drinks served on ice
Up or Neat:	Drinks served without ice. Sometimes these drinks, such as martinis, are shaken with ice then served strained and cold.
Double:	Technically two shots in one drink, in N.C. is'.
Chaser:	Beer, soda or cola served with a drink in a separate glass. A Boilermaker is a shot of whisky with a beer chaser.
Garnish:	Item placed in a drink for decoration such as fruit slice, cherry or celery stick.

The Guest

Never underestimate the importance of a guest!!!

- A guest is not dependent upon us- we are dependent on each of them
- A guest is NEVER an interruption of our work- a guest is the purpose of it
- A guest does us a favor when he/she comes here- we are not doing him/her a favor by serving him
- A guest is part of our business- not an outsider
- A guest is not a cold static- they are flesh and blood human being with feelings and emotions, like our own.
- A guest is a person who brings us his wants- it is our job to fill those wants
- A guest is deserving of the most courteous and attentive treatment we can give
- A guest is the livelihood of Tupelo Honey Cafe
- A guest is the pathway to pay your bills
- A guest at our high profile restaurant concept may very well be a food editor, blogger, member of the service industry or future regular

You must be able to serve many types of guests:

The Timid Guest

The Aggressive Guest

The Fussy Guest

The Over-Familiar Guest

The Guest who is Alone

The Noisy Trouble Maker

The Blind Guest

Guest with Disability

Order Taking and Ticket Writing

Objective:

- To allow servers to take and write orders in a neat, organized manner in order to transfer the order correctly to the POS computer system.

Criteria

- New servers should hand write orders at every table until they are comfortable with order taking and the computer system.
- They should continue to do so until they have adequately demonstrated the advanced server criteria of taking the order verbally and transferring it to the POS.

Order Taking

- Write order at the table
- Always repeat the order back to the guest as they order
- Use direct eye contact and smile
- Get on the level with the guest by kneeling down on one knee at the edge of the table if you wish.
- Ladies should order first
- Be prepared to make suggestions to up sell or improve the guest experience.
- Make sure to get all the appropriate condiments and temps for necessary items, such as potato toppings, steak & burger cook temps, dressings, and sauces.

Ticket Writing

- Always print legibly
- Use blue or black ink
- Use correct abbreviations
- Use proper pivot order for all items: appetizers, salads, entrees, desserts, and beverages.
- Use correct table numbers
- Use correct guest counts
- Enter no more than 7 guest orders on POS ticket that is being sent to the kitchen.
- Print any special instructions for salads, entrée, or desserts in the designated areas on the ticket.
- Circle the appetizers ordered and enter the pivot point of the guest who ordered it to the left of the box provided.
- If more than one of the same appetizer is ordered, use “x2” or “x3” (number designating the amount ordered) in the box below the appetizer.
- Circle salad dressings
- Print meat temperatures in the front of the item. (If there is no temp. specified, the item will be prepared Medium.)
- Enter the starch after that. If a starch is not indicated, the entrée will come with the item specified in the menu.
- Stay true to your pivot points; Skip the pivot number for the empty seat.
- Make sure to designate the correct guest numbers on the POS in order to maintain proper order and to separate checks if necessary. Use move seat to make corrections to the pivot points, if needed.

Server Functions & Quality of Service

Clean and appropriate general appearance & hygiene is expected at all times while at work. We expect that you will show up early for your shift, in the proper clean uniform, with all hygiene issues taken care of before you get to work.

Order of service: You should approach a table prepared to speak about the specials. You should then ask how many checks and who will be on which check. Ask your guest if they would care for a beverage (not a drink or a cocktail presuming it will be alcoholic) You can then proceed with the initial drink and or appetizer order. You should put that order in. Once you return with the initial food or drink be prepared to take the remainder of the order.

Table appearance: A table should be cleared and wiped ASAP throughout the shift. Once a plate, cup or piece of silverware is used you should clear it away. On the Patio, no more than 2 cigarettes butts in an ashtray at a time. Remember...One butt, two butts OK, three butts my butt.

Smiling Face: Leave your personal life at the door. Smiling at all times during service is important and contagious.

Visibility: Time spent in your section- Be in your section so that your customers don't ever have to track you down. Do not stand in the back of the house. Be present in your station.

Timing of Orders: making sure, the food gets to the table in the order that it is ordered.

Restocking: Maintaining service ware & supply pars in all areas.

Order Follow-up: Checking with customers once food has arrived. This should be done within 1 minute of dropping the food. Make sure they get what they need when they need it.

Payout Procedures: proper handling of cash, credit card settlement and check out at end of shift.

Teamwork: We run each other's food and desserts so you must always use proper pivots and table numbers.

Definitions of your Responsibilities

Salesperson

Remember what you learn during training and utilize your job knowledge to suggest and assist our customers in ordering food or wine. You will enhance the guest experience and may increase your check average, thereby increasing the overall sales for everyone.

Quality Control Expert

You are the last person to see the product before the guest. Be sure it looks right; prevent a problem before there is one. Get a manager if you have a concern.

Communicator

It is your responsibility to report on anything out of the ordinary whether it is a negative or a positive! You are our direct link to the customer. If someone is unhappy, let a manager know so we can make sure they leave happy. If someone praises your service or our product we want to know so we can continue to improve for the good of everyone.

Communicate with management. Each of you has been chosen for your professionalism. If you see something we can improve on, we welcome your comments and suggestions!

Entertainer

As a server, you must strive to create an atmosphere of comfort and enjoyment. Use your own unique personality to make the customer feel that you genuinely care about their THC experience.

Shop Talk

Negative discussion about guest, tips, your peers, or restaurant operations is not allowed at any time in the restaurant. This is grounds for immediate dismissal.

Money handling

Never make change for a customer at the table. Never count your tips at the table or in front of the restaurant.

You need to bring your own bank so the bartenders don't have to make change for everybody. The bar will not carry all the small change you may need.

Ticket Accountability

Cancelled Orders

Notify the proper place, kitchen or bar immediately. If product has already been made and cannot be re-used inform a manager.

Wrong Item

Notify the proper place immediately. Get a manager for a void. Too many voids will be noted in your employee record.

Food Running

Serve food items according to seat numbers, serve ladies first whenever possible

Never auction off food to a table

Always announce the item you are placing

Place the main item facing the guest

When possible serve on the left, clear from the right

Pre bus and FIFO when possible

Ask if there is anything else you can bring to them. Get the item yourself or make sure you tell their server.

Steps of Service

1. Greet Guest within 1 minute

- a. Greet Guest Immediately, with a friendly welcome and smile, make eye contact and be sincere. Place beverage napkin in front of each guest. (This is a silent signal to everyone that you have greeted your table)
- b. If you are unable to start beverage service immediately convey to the guest that you will return shortly ("Hello, I will be right with you folks")
- c. Suggest an appetizer (Would you folks be interested in starting with some homemade pimento cheese & chips?)
- d. No more than 7 people/pivots to a ticket sent to the kitchen

2. Beverages deliver within 3-4 Minutes

- a. ALWAYS ask NEVER assume: Straws? Lemon (iced tea)? Water (with alcoholic beverages)? Cream (coffee)?

3. Take order

- a. Inquire if guests have questions
- b. Offer suggestions when prompted
- c. Ask (never assume) if they would like biscuits (before their meal/with meal?)

- d. Respond to requests promptly.

4. Pre-set Condiments

- a. Mustard (yellow/Dijon?)/Mayo must be asked and entered in with order for BURGERS & BLACK BEAN BURGERS (LTOP??)
- b. SYRUP-pancakes
- c. KETCHUP- burgers, black bean burgers, home fries, sweet fries,

5. Serving the Food

Adhere to all service time standards:

BEVERAGES	3-4 minutes
SOUP and/or SALADS	5 minutes
APPETIZERS	8 minutes
ENTREES	12-15 minutes
DESSERTS	4-6 minutes

Preset all necessary accompaniments – Appetizer plates, steak sauce, etc.

When delivering food to table announce the name of the item and place in front of guest with meat at the 6 o'clock position.

Ask if guest needs anything else.

6. Quality Check

- a. Within 2-3 bites!
- b. Ask if there is anything else you can bring for the guest.
- c. Respond to requests promptly.
- d. Pre bus all plates, silverware, biscuit baskets, jam, condiments

7. Dessert

- a. Offer dessert (Did we save some room for brown butter pecan pie?)
- b. Quality Check. If dessert is ordered, within 2-3 bites!

8. Present Payment

- a. Present payment and let the guest know that YOU will be happy to take payment whenever they are ready.

9. Pre-bus

- a. After guests have left, the only items left on table should be glasses and some silverware
- b. Don't leave plates on table

10. Complete Payment

- a. Process Payment.
- b. ALWAYS verify the check#; NEVER rely on table #s when processing payment.
- c. NEVER ask if a guest needs change.
- d. ALWAYS give exact change. Never assume tip.

11. Appreciation

- a. Ask if there is anything else you can bring for the guest.
- b. Sincerely thank guests and invite them to return

THESE STEPS ENSURE PROMPT, EFFICIENT SERVICE

- Guests must be acknowledged IMMEDIATELY.
- Every condiment they require should be set before they receive the item for its use. (What good is a hot pancake without syrup?)
- Respond to ALL guests' requests promptly throughout their time at THC.
- The pace of all staff should be fast but efficient. Manage your steps. FULL HANDS IN & FULL HANDS OUT. (FIFO)
- Always request help when needed.
- Plates, bowls, silverware that are no longer required by guests should be removed promptly through-out the meal.
- When the guest departs the ONLY items that should remain on their table are: TICKET BOOK, BEVERAGES and NAPKINS.
- No more than 7 people/pivots to a ticket sent to the kitchen

Alcohol Awareness

Alcohol Awareness is a growing concern within the hospitality industry nationwide. By recognizing the “early” signs of intoxication, monitoring your guest’s consumption, and treating them as you would a guest in your own home; you fulfill your responsibility protect the guest.

To serve or not to serve?

By understanding and fulfilling your responsibilities...

Your Role:

- Observe
- Monitor
- Report

Assisted by the guidance and support of management...

Your Manager’s Role:

- Confirm
- Confront
- Resolve

With adherence to the company’s policies...

We will not knowingly serve alcohol to an obviously intoxicated or underage customer.

We will offer alternatives to alcohol.

We will create an atmosphere to promote responsible drinking.

We will make a reasonable attempt to prevent obviously intoxicated guests from driving.

We can accurately and confidently answer that very important question.

- Responsible service of alcohol requires a team effort.
- Know and watch for signs of intoxication. If there is any question, avoid further service and report to a manager who will make a final decision.
- Hospitality is our business. Beverage service is only one element.
- Cooperation amongst our team allows us to exercise a degree of influence on the behavior of our guests that result in an atmosphere of responsible drinking.

ABC Laws and Rules

Listed below are a few ABC laws and rules applying to the sales and service of alcohol:

- Alcohol may NOT be sold or served to persons less than 21 years old.

- The only forms of identification acceptable for verification of age is:
 - a.) State Issued Driver's License
 - b.) State issued ID
 - c.) Passport
 - d.) Military ID
- Alcohol may NOT be possessed or consumed by persons less than 21 years old. (Regardless of where the alcohol is purchased.)
- Alcohol may NOT be sold or served to any person who is intoxicated.
- Intoxicated persons are NOT allowed to consume alcoholic beverages on the licensed premises.
- Sunday sales and consumption of alcoholic beverages is not allowed until 12 noon, (Check with your manager for your states law on this issue)
- No alcoholic beverage may be removed from the restaurant at any time that alcohol sales are not allowed by law.
- Drinking on the Job: There is NO drinking on the job. Employees are not allowed to consume alcoholic beverages on the licensed premises even when the restaurant is closed.
- No controlled substances or illegal drugs are allowed on the licensed premises.
- No gambling or gambling devices are allowed on the licensed premises.
- Lewd or obscene conduct, pictures, entertainment or literature is prohibited in any restaurant selling or serving alcoholic beverages.
- No team member under 18 years old may be left in charge of a licensed premise.
- Not more than ONE regular drink to ONE person at ONE time for their own personal consumption. (Serving a beer and a shot to an individual is permitted.)
- Spirituous liquor sold in mixed beverage restaurants must be purchased from a designated ABC store in your area. (May be different in different states)
- Any spirituous liquor that does not have a mixed beverage tax stamp on it is strictly prohibited on the licensed premises. (May be different in different states)
- Refilling of any mixed beverage containers is strictly prohibited.
- Mixed beverage tax stamps must be defaced immediately upon the bottle being emptied and the bottle must be disposed of. (May be different in different states)

- Any team member can refuse to sell alcoholic beverages to any person, for any reason. If you are unsure, you do not have to sell.
- There is no legal recourse by a guest that you have refused service for any reason.

Points to Remember

- The motor skills affected in an intoxicated person are:
Speech
Balance
Hand-to-Eye Coordination
- Four (4) behaviors that can help us determine if someone is becoming intoxicated:
Louder Voice
Quick Consumption
Less Inhibited
Complaints on Drinks
- Is a guest falls asleep... Wake up, "cut off," and offer coffee/food/cab.
- All staff and management should be made aware of any guest that has been "cut off."
- Total liability is the kind of liability a server has in serving an intoxicated person.
- Always "Card" guests that look under 40 years of age.

Alcohol Beverage & Wine Service

Alcohol beverage service is about giving guests what they want in a way that enhances their perception of what they have received. It also has the potential to improve your service delivery and earning power. Whether you are a server or bartender, this training session will set you up for success. You will be able to provide better service, increase your sales, earn more tips, and have fun doing it.

Remember that in every sales opportunity, there is a service opportunity and in every service opportunity, there is a sales opportunity. Checking back to see how your guests are enjoying their cocktails is your service opportunity suggesting a second round is your sales opportunity.

Guests are on your side. They want to have a good time. Suggesting food and beverage items they would like (“soft selling”) results in better service, more sales for the restaurant and bigger tips for you.

The Rules of Giving Good Wine and Table Service

When it comes to knowing the basics and the professional tactics on serving wine, your presentation is a key component. One of the biggest mistakes a server can make about wine is not the wrong suggestion; but, allowing too much time to lapse between the time the order was placed and the bottle is delivered.

From the order, presentation of the wine bottle, to return table visits, there are a number of distinctive ways to improve your wines sales, tips and provide service. Use the following notes on brushing up on your wine service skills:

Present the Wine Bottle – The bottle presentation should be directed to the host (the person who ordered the wine). This allows the lady or gentleman to confirm that the bottle is what they ordered before you open it. Here is a checklist of reminders on delivering and presenting the wine bottle.

10-Steps to Uncorking a Wine Bottle

Uncorking a bottle of wine should not be taken lightly. When improperly opened, many things can go wrong with the wine. For starters, a broken cork means tiny specks floating around in the wine glass. The wrong technique can lead to a broken wine bottle or even worse spilling on your guests.

1. Run the knife of the corkscrew along the foiled bulge at the top of the bottle. The goal is to remove the foil without moving the bottle. Then, tuck the foil into your apron or pocket.
2. Using a clean napkin, wipe the bottle’s lip.
3. Next, place the bottle on a flat surface if possible. Puncture the cork between the centers of the cork at one o’clock (For left-handers, that will be 11 o’clock).

4. (Keeping the bottle immobile will reduce the chances of uneven corking or breaking the cork).
5. Flip and leverage the clamp to the bottle's lip.
6. Holding the clamp with your thumb gradually lift the handle until the cork is 50 percent of out the bottle.
7. Just before the final pull, give the cork another turn to make sure that the coil is through the cork, entirely.
8. Gently lift at the handle, until only a quarter of the cork is in the bottle. (Avoid tugging, yanking or popping the cork, it could break).
9. Meticulously wiggle the cork and cork screw until the cork is out.
10. Put the cork in front of the host.

Unscrewing Wine Caps After you present the bottle to the host, using the napkin, cover and uncap the bottle. Quickly, place the cap into your pocket and pour a sample of the wine for the host.

- Before you return to the table with the bottle, make sure that everyone partaking in the wine has the appropriate wine glass.
- The show begins as soon as you return to the table with the wine bottle.
- The professional method of wine serving entails that you display the label to the host.
- After the host approves, open the bottle.

Uncorking wine profits Exercise

If you have never opened a bottle of wine, practice, practice, practice.

Weekly, ask the bartender at your place of employment, if there are any wine bottles, you can open to hone your uncorking skills.

After the Bottle is Uncorked...

Once the bottle has been opened, there is a series of protocol of service:

Red wines should be filled a third of the glass.

- Although the cork ritual is futile, it should be offered to the host and placed in front of his or her place setting.
- Again, be sure to wipe the lip of the bottle.
- Next, pour one to two ounces for the host to sample.

After the host accepts the wine, begin pouring the rest of the guests' glasses. Depending on the guidelines of your restaurant, the first pour is clockwise from the host OR the first ladies' wine glass, clockwise from the host.

- Pour accordingly, to assure that there is enough wine for the host. A 750-ml bottle has a 25-ounce capacity. It usually serves four. At the most, it can be stretched to serve up to six-people without shorting anyone's glass.

Glasses of white wine are $\frac{1}{2}$ full.

- The key to avoid spilling is to give the bottle a slight twist upon the conclusion of the pour. You can also use a clean napkin between pours.
- Always finish pouring the host's glass last.

Bottle Placement

Important Wine Pouring Note:

During the initial pour (after you have opened the bottle, never try to empty the wine bottle. It appears pushy.

When someone orders a bottle of wine, it should always be in full view — meaning that even when the wine is being poured, the label should be visible to the host. Red wines find proper placement on the right of the host. White wine on the other hand, gets the icy treatment in an ice bucket, close by the host. A napkin should be draped over the neck of the bottle in a pattern.

Wine Selling and Service Pointers

Beyond up selling wine, your guests expect the dining experience to be an enjoyable one. Here are a few hints and reminders:

Make wine suggestions during the first table approach, even if it means just leaving your wine list on the table.

When your customers place their entrée order, make a few pairing suggestions.

Check in often to fill their glasses.

Upon the conclusion of dinner, don't forget to up sell a dessert wine, port or champagne.

Remember not to over serve.

Uncork TIPS and profits

Given its place in history, coupled with its burgeoning demand, wine is a valuable commodity for restaurateurs and professionals of the hospitality and culinary industries.

While some people enjoy chasing down a meal with a beer, others savor their wine. The old adage that an excellent meal is incomplete without a good wine applies in the world of restaurant dining. Dubbed as the Nectar of the Gods, wine has been a part of the human experience for a long time.

With that said, selling wine requires a little oenology (the study of wine). From this course, you will learn everything you need to know about wine

Did you know that a lack of wine knowledge diminishes your tip potential *by 50 percent?*

Consider this:

- The average dinner entrée ranges between \$17 and \$23
- The national median price per glass of wine is \$7
- Now consider a table of four. Each orders an entrée, bringing their bill to \$80.
- Add two glasses of wine for \$14.
- Which bill has a better tipping percentage, the bill with the entrée or the check with the glasses of wine?

Obviously, the order with the wine is the answer

From reading the customer, making an appropriate wine recommendation, describing a vintage – to extending proper wine service etiquette, these sales points all necessitate wine intelligence.

The key to selling wine successfully is education-for both servers and diners.

Since customer's requests depend on a professional's aptitude, it's important to learn the answers to the hard questions:

- Different varietals
- Wine Characteristics (appearance, flavor and weight)
- Food and Wine Pairing Suggestions

Non-Negotiables

- Server sections are thoroughly checked for cleanliness prior to each shift.
- We operate as a team.
- Speed in bussing and setting tables is key in turn times.
- Pre-bus to glass and napkins.
- A guest looking around the dining room is in need of attention.
- All fans on the same speed and direction and all lights with working bulbs.

Tipping Out

Servers =

3% of Food Sales and N/A Bev to Food Runners & Bussers

1.5% to Food Runners

1.5% to Bussers (on busy nights where there are 3 bussers the ttl tip out of Food Sales will be 3.5% with 2% getting divided to BUSSERS)

5% of Bar Sales to Bartenders

Bartenders =

3% of Food Sales and N/A Bev to Food Runners & Bussers

1.5% to Food Runners

1.5% to Bussers (on busy nights where there are 3 bussers the ttl tip out of Food Sales will be 3.5% with 2% getting divided to BUSSERS)

AVL ABC Test

1. Alcohol-related motor vehicle crashes kill someone every _____ minutes and non-fatally injure someone every two minutes.
 1. 60
 2. 30
 3. 90
2. No employee will serve an alcoholic beverage to anyone under the age of
 1. 18
 2. 21
 3. 25
3. All employees will carefully check Identification of anyone who appears to be under _____ years of age.
 1. 21
 2. 30
 3. 40
4. It is the employee's responsibility to notify a manager when a customer shows signs of _____ or is requesting alcoholic beverages above the limits of responsible beverage service.
 1. Party Fever
 2. Intoxication
 3. Needing to be sick
5. Acceptable documentation for identification is a valid state driver's license with a photo or a photo ID issued by NC, a passport, or military ID.
 1. True
 2. False
6. The majority of the alcohol is absorbed from the _____ (approx. 20%) and the _____ (approx. 80%).

1. Thong & Liver
 2. Liver & intestine
 3. Stomach & Small Intestine
7. The presence of food delays _____ of alcohol.
1. Consumption
 2. Absorption
 3. Paying
8. Most beers contain _____% alcohol; wines _____% on average, and distilled beverages average from _____% (80 proof) to _____% (100 proof) alcohol.
1. 4-5%, 12%, 40% to 50%
 2. 1%,2%,3%,4%
 3. 4-5%, 9%, 80% to 100%
9. It is a crime to drive with a BAC of _____ percent.
1. .10
 2. .06
 3. .08
10. There is a similar amount of alcohol in such standard drinks as a 12-ounce glass of beer, a 4-ounce glass of wine, and 1.25 ounces of 80 proof liquor.
1. True
 2. False
11. Common Indicators of intoxication may include: Bloodshot/unfocused eyes, Slurred speech, Smell of alcohol on breath, Mental confusion, Impaired motor skills, Dishevelment, Impaired balance, Signs of nausea or loss of bladder / bowel control.
1. True
 2. False

12. Coffee helps an intoxicated person sober up.

1. True
2. False

13. Your role for Alcohol Awareness involves:

1. Observe, Monitor, Report
2. Cut them off, Kick them out
3. Embarrass, Confront

14. The manager's role for Alcohol Awareness involves:

1. Confirm, Confront, Resolve
2. Call Police, Cut off, Offer food
3. Cut off, Kick out

15. Employees serving alcoholic beverages to an intoxicated patron can be charged with a crime.

1. True
2. False

16. Establishments that serve an intoxicated person cannot be held liable if that person is involved in a crash.

1. True
2. False