City of Franklin

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

Meeting Agenda

Beer Board

Tuesday, January 9, 2018 | **4:30 PM** | **Board Room**

Approval of Minutes

1. 18-0032 Consideration of Minutes from December 12, 2017, Beer Board.

2. 18-0007 Consider application of Heritage Foundation of Williamson County TN/Downtown Franklin Association d/b/a Franklin Main Street Brewfest, Main Street and 2nd Avenue to 4th Avenue, first block of 3rd Avenue South and 3rd Avenue North, Kristy Williams, Managing Agent, for on premises consumption, special event. Event Date & Hours: March 17, 2018, 5:00 PM until 8:00 PM.

Attachments: Brewfest

3. 17-1088 Consider application of Eastwynn Theatres LLC d/b/a AMC Thoroughbred 20, 633 Frazier Drive, John Ignomirello, Managing Agent, for on premises consumption.

Attachments: AMC Thoroghbred 20

4. 17-1089 Consider application of Campos Services LLC d/b/a Casa Jose Mexican Restaurant, 3046 Columbia Avenue, Suite 110, Erick Campos, Managing Agent, for on premises consumption.

Attachments: Casa Jose

5. 17-1091 Consider application of American Golf Corporation d/b/a The Crossing Golf Course, 750 Riverview Drive, Todd Murray, Managing Agent, for on premises consumption.

Attachments: The Crossing Golf Course

6. 17-1092 Consider application of Biscuit Love Lillie Belle LLC d/b/a Biscuit Love, 132 Third Avenue South, Sarah Worley, Managing Agent, for on premises consumption.

Attachments: Biscuit Love

7. 18-0004 Consider application of New Horizons of TN LLC d/b/a Refine Men's Salon, 1844 West McEwen Drive, Suite 110, Rose Mary Muirhead, Managing Agent, for on premises consumption.

Attachments: Refine

8. 18-0013 Consider application of Whole Foods Market Group d/b/a Whole Foods Franklin, 1566 West McEwen Drive, Heather Masullo, Managing Agent, for on & off premises consumption

Attachments: Whole Foods

9. 18-0006 Annual report in accordance with TCA 57-5-605.

Attachments: Annual Report 2017

Other Business

Adjournment

ANYONE REQUESTING ACCOMMODATIONS DUE TO DISABILITIES SHOULD CONTACT A.D.A. COORDINATOR, AT 791-3277 AT LEAST 10 DAYS PRIOR TO THE MEETING, IF POSSIBLE.

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** March 17, 2018
  HOURS OF EVENT 5pm to 8pm

DATE PERMIT NEEDED Jan. 2018

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

1. **Owner (Applicant)** Heritage Foundation of Williamson County, TN
   Downtown Franklin Association
   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.**
   See Attached (a)

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 Main Street Brewfest

City of Franklin business account number _____

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

Public Square so Main Street from 2nd Ave to 4th Ave / 1st block of 3rd South & 3rd North

Phone number of the business 615.591.8500

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 [redacted]

Driver [redacted]

Date o [redacted]

Home [redacted]

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 Heritage Foundation of ~~Franklin~~ & Williamson County TN **Title** _____

Mailing Address P. O. Box 723

City, State, Zip Franklin, TN 37065

Daytime contact phone number 615. 591. 8500

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 and Various building owners

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.**

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.**
Same applicant for over 10 years

13. **Give applicant's history of involvement in the beer business, if any.**
30+ years of special events for the Heritage Foundation
Kristy Williams has worked for the Heritage Foundation since 2004.

14. **Give applicant's employment record for the past 10 years.** July 2004
Heritage Foundation of Williamson County, TN / Downtown Franklin Association
Have worked with Membership, Annual Fund, Events, Franklin Theatre, Sponsorships, Volunteers, Main Street Program, etc.

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

Special Event

16. **Will a full course menu be served?** We will ensure food is available via Food Vendors and/or Restaurants/Merchants

17. **Will separate and sanitary facilities be maintained for men and for women?** _____ There will be portable facilities.

18. **Will dancing be allowed on your premises?** It may happen during hours of event. **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.

Kristy Williams

Signature of Applicant/Owner (or Authorized Corporate Officer)

On behalf of: Heritage Foundation of Williamson County TN

Name of Business Entity

Sworn to and subscribed before me this 20th **day of** December, 20 17

Tony Malugin

Notary Public

TONY MALUGIN
STATE OF TENNESSEE NOTARY PUBLIC
WILLIAMSON COUNTY

My Commission Expires: 01/17/2021

Official Use Only

Application Fee $ 250.00 **Date Paid** 12-20-17

Privilege Tax $ _____ **Date Paid** _____

Board Meeting Date 2, 13, 18

Danny	Anderson
Brian	Beathard
Sean	Carroll
Pam	Chandler
Marianne	DeMeyers
Josh	Denton
Donna	Douglas
Stephanie	Farmer
David	Garrett
Kay	Heller
Kevin	Herrington
Chuck	Isaacs
Ann	Johnson
Cassie	Jones
Chris	Knopf
[redacted]	[redacted]
Emily	Magid
Andy	Marshall
Jennifer	Parker
Marianne	Schroer
Allen	Sills
Nancy	Smith
Stuart	Tutler

[redacted]

[redacted]

17.55

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__X__ **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 _____

DATE PERMIT NEEDED _____

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

1. **Owner (Applicant)** Eastwynn Theatres, 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.**

Please see attached "Exhibit A"

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?**

AMC Thoroughbred 20

City of Franklin business account number *tax exempt*

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

633 Frazier Drive, Franklin, TN 37067

Phone number of the business 615-778-0982

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

Drive

Date

Home

7. **Specify [illegible] receive annual privilege tax notices and any other communication from the City.**

Name AMC - Attn: Licensing **Title** ____

Mailing Address 11550 Ash Street

City, State, Zip Leawood, KS 66211

Daytime contact phone number 913-213-2000

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.

Oscar Properties Trust c/o Equity Commonwealth- 400 Centre Street, Newton, MA 02458

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

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

Applicant has numerous beer , wine and liquor licenses in movie theatres throughout 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.)**

Movie theatre.

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? _____

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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.

Kevin Cmn

Signature of Applicant/Owner (or Authorized Corporate Officer)

On behalf of: Eastwynn Theatres, LLC.
Name of Business Entity

Sworn to and subscribed before me this 27 **day of** October, **20** 17

Cheryl L. Edlin

Notary Public

NOTARY PUBLIC - State of Kansas
CHERYL L EDLIN
My Appt. Expires 5-9-2021

My Commission Expires: 5.9.2021

Official Use Only

Application Fee $ 250.00 **Date Paid** 11-20-17

Privilege Tax $ _____ **Date Paid** _____

Board Meeting Date 12/12/17

Exhibit "A"

Parent Company:
Carmike Cinemas, LLC.
11550 Ash Street
Leawood, KS 66211
Percentage Ownership: 100%

Officer Information:
John McDonald
EVP
14606 Granada
Leawood, KS 66224
Percentage Ownership: 0%

Craig Ramsey
EVP & CFO
11025 W. 122nd Terrace
Overland Park, KS 66213
Percentage Ownership: 0%

Kevin Connor
SVP & Secretary
833 Westover
Kansas City, MO 64113
Percentage Ownership: 0%

Theatres that serve alcoholic beverages must adhere to the policies outlined in this document and ensure compliance with all local, state, and federal regulations and provide an overall safe experience.

It is imperative that the General Managers understand and enforce the laws and procedures as laid out in the liquor license. Failure to do so could result in fines, loss of liquor license at the location and loss of current, pending or future liquor licenses in the same jurisdiction.

Any person who violates the policies listed on the following pages will be appropriately disciplined. Violations also include assisting someone else in inappropriate conduct, failing to report any violation, and impeding an investigation. Possible disciplinary action may range from a verbal warning, up to and including termination. You may also be responsible in a criminal or civil suit for losses or other damages caused by your conduct. In addition, referral of the matter may be made to the appropriate government agencies.

Definitions

AMC Theatres has various types of alcohol concepts; however there is one key factor that fundamentally influences our policies and procedures for operating our bars. This factor is the type of service provided:

- **Full Service Bar**: This concept has either a full service bar area with consumption of alcohol restricted to specific auditoriums and/or servers take orders and/or alcohol is delivered to guests inside auditoriums or bar/restaurant area. The guest admission age policy to these areas is either 18 years of age (or accompanied by a parent or legal guardian) or older or 21 years of age or older. (These concepts are often referred to MacGuffins℠, Fork & Screen℠, Cinema Suites℠, Red Kitchen℠ or Premiums).
- **Counter Service**: This concept (often internally referred to as Mini-Macs) has a bar in which a guest may order an alcoholic beverage and then consume the drink in an auditorium with the general public. Typically, the admission policy has no age restrictions and there is no seat-side service provided inside the auditoriums.

Alcohol Sales

The guidelines below must be adhered to when serving alcoholic beverages to guests, unless local law differs.

Age Verification

The minimum legal age for purchasing and consuming alcoholic beverages in the US is 21 years. **Associates must require positive, valid proof of age from all guests purchasing alcohol regardless of age**. Techniques for determining the validity of an ID can be found in the *Concession* and *Usher Lesson Plans* of the *Crew Training Program.*

In most states valid IDs may be driver's licenses, state IDs, military and active military IDs, passports, passport cards, or visas. However, refer to *B-12, Theatre Specific Alcohol Laws and Regulations* for any local exceptions. Also, a booklet containing examples, descriptions, and the security features of valid IDs from the US and Canada called *ID Checking Guide* may be obtained by ordering from www.idcheckingguide.com or by calling (800) 227-8827. Since this booklet is updated annually, a subscription can be ordered at a savings.

When checking a government-issued ID, inspect the following information:

- Photograph of bearer
- Signature
- Height
- Date of Birth
- Expiration Date

- Watermark

If an associate believes an ID is fake, the following steps must be taken:

- Alert a manager – the manager must complete a review of the ID using the F.L.A.G. technique. F.L.A.G. stands for Feel, Look, Ask, and Give Back.
- Notify Security if the ID appears to be fake.
- If Security is not present, return the card to the guest, unless local law requires a different procedure. (Please reference B-12, *Theatre Specific Alcohol Laws and Regulations* for specific laws and regulations).
- Do not serve the guest.

Exceptions to Age Verification Policy (Limited Use)

When a guest requests an exception to AMC's age verification policy, the highest-ranking manager in the building can review the request. However, **at no time** should any associate communicate to the guest that we make exceptions to this policy.

The highest-ranking manager must complete the following actions prior to giving approval:

- Visual Check (**required**) – Manager must be present to determine if the guest looks over the age of 40. If the guest looks younger than 40, no exceptions should be made to the age verification policy and valid ID for proof age is required.
- Limit Order Quantity – Guest can only purchase one beverage per order if an exception is made.
- Documentation – If applicable, denote the exception on the *Alcohol Compliance Monitoring Worksheet*. (Copies can be found on *ClipBoard* in *Theatre Blank Forms & Templates* (Operations, Alcohol Enforcement).
- Verify that it is legal to serve a guest without identification in your location. (Refer to *B-12, Theatre Specific Alcohol Laws and Regulations* for local exceptions).

In the event that the associate did not follow the outlined procedures, disciplinary action up to and including termination may occur.

Note: Supervisors or Crew may **never** make this exception. Only the highest-ranking manager may do so.

Quantity of Alcoholic Beverages Purchased

Alcohol sales limits are subject to the maximum imposed by local or state jurisdictions. An associate must NEVER serve more alcoholic beverages than the approved limit. Refer to *B-12, Theatre Specific Alcohol Laws and Regulations* for local restrictions that may differ from the general AMC policy.

- **Full Service Bar**: Guests (with ID) may purchase multiple alcoholic beverages at the same time (for example, a "bucket of beer" as advertised on the DI MacGuffins Bar menu), unless where local regulations differ.
- **Counter Service**: AMC limits alcohol sales to two drinks per person (with ID) within a single transaction, unless where local regulations are more restrictive.

Building Restrictions and Container Requirements

Alcoholic beverages must always be served in the AMC approved containers and may never be poured into "traditional" fountain beverage vessels. Certain localities may require alcoholic beverages to stay within a designated area. Guests must be monitored to ensure they do not violate these requirements.

If Full-Service Bars (MacGuffins and DIs), are approved to transfer an alcoholic beverage to the 'traditional' side of the building, guests must have their alcoholic beverage poured into a plastic cup by a bartender before exiting the bar area.

Sales to Non-Ticketed Guests

- **Full Service Bar**: An admission ticket is not required to purchase alcoholic beverages at DI MacGuffins.
- **Counter Service**: Only ticketed guests may purchase alcoholic beverages at bars at traditional theatres (Mini-Macs).

Alcohol Hours & Alcohol Cut-Off Requirements

The following are AMC policies. However, each theatre must adhere to the specific, local regulations to ensure that sales cease by the required time (refer to *B-12, Theatre Specific Alcohol Laws and Regulations)*.

- **Operating Hours**: Bar operating hours should be part of the weekly business planning to ensure the most return and compliance to local laws.
- **Sales Cut-Off**: Each theatre has specific, local sales cut-off requirements. AMC's policy is to stop sales at 12:30 A.M or (1) hour prior to sales cut off, whichever is earlier and post signage.
- **Consumption Cut-Off**: Unless restrictions are different per local laws, consumption of alcohol must cease when sales are required to end. Closing the bar at the appropriate time is imperative to ensure consumption is not occurring past the cut-off time.
- **Container Pick-Up Time**: At DI locations, containers must be picked up and disposed of when sales are required to end, unless local law differs.

Signage

Signage requirements often vary by locality and may include topics such as fetal alcohol, underage drinking and weapons. (Refer to *B-12, Theatre Specific Alcohol Laws and Regulations)*.

AMC requires the following signage:

- **ID Policy - Guest Facing:** Place signage at the counter and POS to notify guests of AMC's policy to check the ID of all guests purchasing alcohol. Order these materials on the *Standard Materials Ordering and Fulfillment* site by searching for "alcohol."
- **Age Check - Associate Facing:** Place age check signage on POS to help associates quickly identify whether a guest is 21 years of age or older. Order the *Quick Age Check* cue cards on the *Standard Materials Ordering and Fulfillment* site by searching for "age."
- **Hours of Operation Cue Cards – Associate Facing:** Place Hours of Operation Cue Cards on each bar POS to help associates quickly know the hours of operation in which they are allowed to sell and serve alcohol. Hours of Operation Cue Cards can be found on the Alcohol Landing Page.
- **Weapons Free:** Ensure that the appropriate *No Weapons* door clings are displayed per *SEC-5-05, Weapons-Free Guidelines* in the *Theatre Standard Operating Procedures*.

Alcohol Inventory

- All beer, wine and liquor must be delivered by a vendor and at no time is it allowable for an AMC Theatre associate to go off site to acquire it. Theatres where deliveries are not available for some, or all alcohol products, are specifically noted as an exception in the Associate Policy Handbook Section B-12—*Theatre*

Specific Alcohol Laws and AMC Polices. Theatres that are an exception to this policy must follow the specific requirements for their location.

- At no time is it allowed for theatres to transfer liquor, beer, or wine inventory between locations. All liquor, beer, and wine inventory must be kept in a secure location that is only accessible by managers and Supervisors who are 21 years of age or older. When stocking the bar, we use a "Bottle-for-Bottle Exchange" system, in which a bottle does not leave the closet without an empty one in its place. Immediately following the close of the building, a manager must verify that all alcohol is secure.

- If a net terms vendor that is not on Fintech has one or more past due invoices that must be taken care of prior to a new delivery being made, please procure a money order using cash from the Manager's Fund to pay for the past due invoice(s). In certain states, a past due invoice could result in other AMC locations being put on credit hold, COD, or potentially jeopardize the liquor license. Once the vendor reaches out with the past due information, please involve 0411-Purchasing@amctheatres.com immediately so that team can assist to ensure that service remains uninterrupted.

- All bar locations must purchase produce through Pro*Act; Pro*Act owns individual distributors in every area that AMC operates. This ensures that each distributor has a HACCP plan in place and that bar locations are receiving fresh, safe product. Produce should not be sourced outside of Pro*Act at any time. If product needs to be expedited from the approved vendor or if product is needed immediately, please contact 0411-Purchasing.

Based on theatre design and layout, securing alcohol may require moving bottles to locked storage, locking behind counters, etc. E-mail *0411-MacGuffins* for questions and/or direction.

Alcohol Compliance Monitoring

Whenever the bar is open, a manager must oversee the bar operations as part of managing the floor to ensure quality of service and alcohol compliance by observing the flow of guests and bartender execution. Management must also be available to investigate anything unusual reported by bartenders, other associates, or guests.

All associates who serve, sell, or handle alcohol and those who monitor for compliance play a vital role in enforcing alcohol policies. Compliance monitoring occurs throughout the building by all associates using the tactics provided by TIPS training. All associates are required to check ID for any guests consuming alcohol who appear to be under the legal drinking age of 21 in areas outside and inside the auditoriums.

Associates, who perform auditorium checks for presentation quality, SIG, and comfort, also need to monitor for alcohol compliance. Proper planning is essential and depending on film bookings and expected audience draw, it may be necessary at to increase frequency of auditorium checks for specific films. Assignment of duties to specific associates should be noted on the Daily Game Plan.

Monitoring for alcohol compliance includes these responsibilities:

- Ensure guest compliance with alcohol enforcement policies
- Monitor and prevent alcohol consumption by minors
- Ensure alcohol is consumed in designated areas only
- Ensure guests do not leave the premises with alcoholic beverages

Dedicated Alcohol Compliance Monitor (ACM): Some theatres are required to schedule dedicated associates to monitor for alcohol compliance as their primary responsibility. The ACM must be at least 18 years of age and be TIPS certified. Refer to *B-12, Theatre Specific Alcohol Laws and Regulations*.

Even with ACM(s) on duty, **all associates** share responsibility for immediately reporting non-compliance with requirements for the sale, handling, and/or consumption of alcoholic beverages to a manager or Supervisor.

The following must occur whenever the bar is operating:

Schedule the ACM in WorkForce using the ACM job code.

Denote the ACM on the Daily Game Plan (Crew or Manager Leadership Schedule)

ACM must wear name lanyard with "Alcohol Compliance Monitor" as their role/title.

Underage Drinking

Individuals under 21 years of age may not purchase nor consume alcoholic beverages on AMC property. In the event that an underage guest is caught with an alcoholic beverage, a manager must be notified ***immediately***.

The following steps must be taken to ensure we address the issue correctly:

1. Remove the guest from the auditorium.
2. Verify the guest's age.

If the guest is determined to be underage:

3. Take the drink from the guest.
4. Notify law enforcement.
5. If the guest is under the age of 18, contact a parent or legal guardian.
6. Complete the *Alcohol Compliance Monitoring Worksheet* and submit an *Incident Report*.

Guests Showing Signs of Intoxication

In the event that an associate encounters a guest that appears intoxicated, a manager must be notified ***immediately***.

The following steps must be taken to ensure we address the issue correctly:

1. Remove the guest from the auditorium.
2. Ask the guest to not leave the building.
3. Ask the guest to sit down and provide water or food. This is designed to diffuse the situation as well as provide time for making alternative arrangements to get the guest home. This is not a tactic to help the guest "sober" up before driving home.
4. Make alternate arrangements for the guest to get home.
5. If the guest does not follow your instructions, monitor the guest's location.
6. Notify law enforcement if you are unable to keep the guest from leaving.
7. Complete the *Alcohol Compliance Monitoring Worksheet* and submit an *Incident Report*.

Undercover Alcohol Compliance Checks

At any time, theatres may receive undercover alcohol compliance checks. Theatre teams should be prepared by always adhering to all AMC policies and local regulations.

Government Agencies

Alcohol compliance checks are investigations into the purchase of alcohol by minors at businesses that sell alcohol. If your location receives an undercover alcohol compliance check by a government agency regardless of pass or fail, please e-mail *0411-MacGuffins* and *0411-Inspections*. Follow the notification instructions outlined in *HS-2-05a, Government Inspections Notifications* in Theatre Standard Operating Procedures.

The sting operations will involve a minor, under the age of 21 years, (with undercover officers nearby) attempting to buy an alcoholic beverage from an associate. In some states, there is no legal standard that requires the minor to be truthful about their age and the minor may not present any identification.

- If identification is used, the underage purchaser may lie about his or her age. This demonstrates whether the Bartender is relying upon the valid ID presented or a verbal representation of age.
- If identification is not used, the underage purchaser, if asked, will likely respond with a reasonable excuse, such as "I lost it," or "I forgot it."
- If refused purchase, the underage purchaser shouldn't make any further attempt to convince the server or Bartender to provide alcohol.

Remember, the underage purchaser may lie about his or her age if asked. Never complete an alcohol sale unless a valid ID is presented and the birthdate documents him or her to be 21 years of age or older.

If the associate sells alcohol to a minor, the following actions may occur:

- Fines (associate, business, etc.)
- Arrest (associate)
- Conviction (misdemeanor)
- Civil penalties
- Additional sting operations (multiple offenses)
- Loss of liquor license (multiple offenses)

If it is determined that an associate failed to properly review valid proof of age or allowed a guest under 21 years of age to purchase and/or to consume an alcoholic beverage, due to AMC's zero tolerance policy that associate will be terminated.

AMC Mystery Shop

As part of AMC's Mystery Shop program, there is a unique shop that is specific to locations that serve alcohol. Theatres will receive one alcohol mystery shop every month. This check is completed by a third party vendor to ensure compliance with local, state, and federal laws regarding alcohol enforcement. These shops are graded on a pass/fail system. Theatres that fail may receive additional checks. E-mail *0411-Mystery Shop* if you have questions regarding your mystery shop results.

If it is determined that an associate sold an alcoholic beverage during an alcohol mystery shop, without properly reviewing valid proof of age for the guest, that associate must be terminated due to AMC's zero tolerance policy.

ALCOHOL POLICIES - ASSOCIATE

Policy

Theatres that serve alcoholic beverages must adhere to the policies outlined in this document and ensure compliance with all local, state, and federal regulations and provide an overall safe experience.

It is imperative that the General Managers understand and enforce the laws and procedures as laid out in the liquor license. Failure to do so could result in fines, loss of liquor license at the location and loss of current, pending or future liquor licenses in the same jurisdiction.

Any person who violates the policies listed on the following pages will be appropriately disciplined. Violations also include assisting someone else in inappropriate conduct, failing to report any violation, and impeding an investigation. Possible disciplinary action may range from a verbal warning, up to and including termination. You may also be responsible in a criminal or civil suit for losses or other damages caused by your conduct. In addition, referral of the matter may be made to the appropriate government agencies.

Definitions

AMC Theatres has various types of alcohol concepts; however there is one key factor that fundamentally influences our policies and procedures for operating our bars. This factor is the type of service provided:

- **Full Service Bar**: This concept has either a full service bar area with consumption of alcohol restricted to specific auditoriums and/or servers take orders and/or alcohol is delivered to guests inside auditoriums or bar/restaurant area. The guest admission age policy to these areas is either 18 years of age (or accompanied by a parent or legal guardian) or older or 21 years of age or older. (These concepts are often referred to MacGuffins℠, Fork & Screen℠, Cinema Suites℠, Red Kitchen℠ or Premiums).
- **Counter Service**: This concept (often internally referred to as Mini-Macs) has a bar in which a guest may order an alcoholic beverage and then consume the drink inside an auditorium with the general public. Typically, the admission policy has no age restrictions and there is no seat-side service provided inside the auditoriums.

Background Checks

Because of the additional responsibilities that accompany maintaining a liquor license, AMC conducts background checks on all Bartenders, Supervisors and managers assigned to locations with alcohol operations. However, depending on the local or state regulations, theatres may be required to complete background checks for all associates.

To determine whether and for whom background checks are required for your locality, please e-mail Talent Acquisition. Instructions and training on how to complete a background check will be provided to the theatre at that time.

Associate Age Policies

Please reference, *Theatre Specific Alcohol Laws and Regulations* for information specific to each theatre.

- **Age to Manage:** All managers assigned to a location that sells alcohol must be 21 years of age or older.
- **Age to Supervise:** Supervisors must be at least 18 years of age or older. However if a Supervisor is under 21, he or she may not be involved in **any** aspect of bar operations. Supervisors under 21 may not have access to secured alcohol storage areas, accept deliveries, transport alcohol, assist with inventory process or even step behind the bar to conduct a cash-pull.
- **Age to Transport & Access:** All associates that may receive alcohol deliveries, have access to alcohol storage areas, or help with the inventory of alcohol must be 21 years of age or older.
- **Age to Bartend:** Associates must be at least 21 years of age or older to mix or pour alcoholic beverages.

- **Age to Serve:** Associates must be 18 years of age or older to serve (at Full Service Bars) alcohol unless regulations in your state stipulate otherwise.
- **Age to Clean Auditoriums:** Associates must be 18 years of age or older to pick up open containers of alcohol while cleaning an auditorium unless regulations in your state stipulate otherwise.

Open containers are defined as any vessel used to consume alcoholic beverages that contains any amount of alcohol or once contained alcohol. For example, an empty wine cup is considered an open container and may not be disposed of by an associate under the age of 18. If associates on duty are not old enough to pick up opened containers of alcohol, they must request assistance from a manager or Supervisor.

Restrictions-Bar Policies

Associates on or off duty are not permitted to purchase or consume alcoholic drinks at their assigned theatre, nor are discounts on alcohol permitted at any time. Associates are not allowed to sit at the bar at any time.

Alcohol Awareness Training

All associates at locations that sell alcohol play a vital role in enforcing alcohol policies and all associates are involved in compliance monitoring throughout the building. Therefore, associates assigned to theatres that serve alcoholic beverages must complete all necessary alcohol awareness training within the required timeframes. The following training is required for associates at alcohol locations:

Locations where TiPS training is not required	RSOA101	RSOA201	TiPS
General Manager	✓	✓	
Senior Manager	✓	✓	
RTM/HM/FMM	✓	✓	
Supervisor	✓	✓	
Bartender	✓	✓	
Server	✓	✓	
Dedicated ACM	✓	✓	
Bussers/Crew	✓		
Cooks/Dishwashers			
Locations required to complete TiPS training	**RSOA101**	**RSOA201**	**TiPS**
General Manager	✓		✓
Senior Manager	✓		✓
RTM/HM/FMM	✓		✓
Supervisor	✓		✓
Bartender			✓
Server			✓
Dedicated ACM	✓		✓
Bussers/Crew	✓		
Cooks/Dishwashers			

- **Responsible Service of Alcohol 101 (RSOA 101):** The RSOA 101 module in the Learning Studio must be completed within 14 days of assignment. Three years following completion, the module will be reassigned and must be retaken. Exceptions are made for dishwashers and cooks who never have contact with guests. Bartenders and servers at locations that require TiPS training are not required to complete RSOA101.
- **Responsible Service of Alcohol 201 (RSOA 201):** RSOA 201 is due within 21 days of assignment. Three years following the completion, the module will be reassigned and must be retaken. Associates at locations that require TiPS training are not required to complete RSOA201.
- **Location Specific Training (ex TABC, TiPS):** Depending on state or location regulations some locations may be required to complete a specific form of alcohol awareness training. For information regarding location specific training please refer to *B-12- Theatre Specific Alcohol Laws and AMC Policies*. At locations where TIPS or TABC training is required, certification is due within 21 days of hire. All associates renewing their certifications must complete recertification before their current certification expires.

If there is a request for an accommodation to alcohol awareness training, the General Manager should contact Talent Acquisition.

POLICE DEPARTMENT

Deborah Y. Faulkner, EdD
Chief of Police

Dr. Ken Moore
Mayor

Eric S. Stuckey
City Administrator

November 8, 2017

TO: Chief Deborah Y. Faulkner

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

SUBJECT: Beer Board Background Checks

[redacted]

A check was completed through CLEAR and found to be clear.

Requested by: Christy McCandless

City of Franklin

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

DATE: 11-7-17

TO: POLICE CHIEF

FROM: CHRISTY MCCANDLESS, ACCOUNT MGMT SUPERVISOR

RE: RECORDS CHECK FOR APPLICATION FOR BEER PERMIT

BEER BOARD MEETING DATE 12-12-17

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

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

Name of Business AMC Thoroughbred 20

Location of Business 633 Frazer Dr

Name of applicant Eastwynn Theatres LLC

Managing Agen [redacted]

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: 11-8-17

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 12-12-17 Change in Ownership

Name of Business AMC Thoroughbred 20

Location of Business 633 Frazier Drive

CODES DEPT

_____ 11/8/17
Building Inspector Date

FIRE DEPT

_____ _____
Fire Inspector Date

Jonathan

City of Franklin

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

DATE: 11-8-17

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 12-12-17 Change in Ownership

Name of Business AMC Thoroughbred 20

Location of Business 633 Frazier Drive

CODES DEPT

_____ _____
Building Inspector Date

FIRE DEPT

Jonathan B Dye 11/8/17
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** _____
  HOURS OF EVENT _____

DATE PERMIT NEEDED 12/12/17

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

1. **Owner (Applicant)** Campas Services LLC

   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.**

   Additional Sheet Attached

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?**

   Casa Jose Mexican Restaurant

   City of Franklin business account number 2018 90762

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

3046 Columbia Ave Ste 110 Franklin, TN 37064

Phone number of the business 615-790-7710

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

[redacted]

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 Edilene Johansson **Title** CPA

Mailing Address 2716 Shallowford Terrace

City, State, Zip Chamblee, GA, 30341

Daytime contact phone number (470) 719-8455

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)

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.

Phillip Warren - 5217 Maryland way
#300 Brentwood, TN 37027

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.**

Erick Campas - 93 Ryans way, Russell Springs, KY 42642

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

Campas Services doing With Camino Real

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

Russell Springs - Restaurant - ky
Campbellsville, ky - Restaurant

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

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.

Erick campos
Signature of Applicant/Owner (or Authorized Corporate Officer)

On behalf of: Campos Services
Name of Business Entity

Sworn to and subscribed before me this 12 day of Dec 20 17

Notary Public

My Commission Expires: 1/31/2021

EDILENE JOHANSSON NOTARY PUBLIC FULTON COUNTY, GEORGIA My Commission Expires 01-31-2021

Official Use Only

Application Fee $ 250.00 Date Paid 12-11-17

Privilege Tax $ 100.00 Date Paid 11-27-17

Board Meeting Date 1, 9, 18

Jose Campos- 2114w 10th st Santa Ana, CA 92703

Erick Campos- 93 Ryans Way, Russell Springs, KY 422642

Alex Campos Camarena- 2114 w 10th st, Santa Ana, CA 92703

Casa Jose Mexican Restaurant
Alcohol Responsibility Policy

The Company trains its employees to follow these procedures regarding the Sale of Alcoholic Beverages:

- I agree to not sell alcoholic beverages to any person not of legal age. It is my responsibility to know the legal age for the sale of alcohol at my store location.
- I will always ask for proper identification for each sale of alcohol no matter if the customer appears to be of age to make the purchase. Ever sale I must check for legal age. If I have any doubt about the customer's age, I will not make or allow the sale.
- I will not sell alcoholic beverages to any individual during those hours when it is illegal to do so. It is my responsibility to know the legal hours to sell alcoholic beverages at my store location.
- I will not knowingly sell alcoholic beverages to any proper age adult for use by individuals who are not of legal age. If I think that this is or may be a "second party sale", I will not make or allow the sale.
- I will not allow the sale of alcoholic beverages to individuals who are obviously intoxicated or otherwise disorderly.

Policies Concerning Responsible Alcohol Service

*The sale of alcohol to minors is prohibited.
*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!

Casa Jose Mexican Restaurant
Alcohol Responsibility Policy

The Company trains its employees to follow these procedures regarding the Sale of Alcoholic Beverages:

- I agree to not sell alcoholic beverages to any person not of legal age. It is my responsibility to know the legal age for the sale of alcohol at my store location.
- I will always ask for proper identification for each sale of alcohol no matter if the customer appears to be of age to make the purchase. Ever sale I must check for legal age. If I have any doubt about the customer's age, I will not make or allow the sale.
- I will not sell alcoholic beverages to any individual during those hours when it is illegal to do so. It is my responsibility to know the legal hours to sell alcoholic beverages at my store location.
- I will not knowingly sell alcoholic beverages to any proper age adult for use by individuals who are not of legal age. If I think that this is or may be a "second party sale", I will not make or allow the sale.
- I will not allow the sale of alcoholic beverages to individuals who are obviously intoxicated or otherwise disorderly.

POLICE DEPARTMENT

Deborah Y. Faulkner, EdD
Chief of Police

Dr. Ken Moore
Mayor

Eric S. Stuckey
City Administrator

December 13, 2017

TO: Chief Deborah Y. Faulkner

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

SUBJECT: Beer Board Check

A check of Franklin Police Department records was completed on Erick Campos, Agent for Campos Services and found to be clear.

A check was completed through CLEAR and found to be clear.

Requested by: Christy McCandless

City of Franklin

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

DATE: 12-13-17

TO: POLICE CHIEF

FROM: CHRISTY MCCANDLESS, ACCOUNT MGMT SUPERVISOR

RE: RECORDS CHECK FOR APPLICATION FOR BEER PERMIT

BEER BOARD MEETING DATE 1-9-18

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

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

Name of Business Casa Jose Mexican Restaurant

Location of Business 3046 Columbia Ave Ste 110

Name of applicant Compass Services

Managing Ag [redacted]

Drivers Licen

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

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** **DATE OF EVENT**_____
HOURS OF EVENT _____

DATE PERMIT NEEDED Immediately

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

1. **Owner (Applicant)** American Golf 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.**

100% - New AGC LLC, 909 N Sepulveda Blvd Ste 650, El Segundo, CA 90245

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?**

The Crossing Golf Course

City of Franklin business account number 2018 92713

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

750 Riverview Drive, Franklin, TN 37064

Phone number of the business 615-794-9400

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 .**

Nam

Drive

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 Elyse Cook **Title** Legal Projects & Licensing Manager

Mailing Address 909 N Sepulveda Blvd Ste 650

City, State, Zip El Segundo, CA 90245

Daytime contact phone number 310-664-4295

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?** X
If no, please give the name and address of the property owner.

AGC Realty, LLC, 909 N Sepulveda Blvd Ste 650, El Segundo, CA 90245

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.**

American Golf Corporation, 909 N Sepulveda Blvd Ste 650, El Segundo, CA 90245

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

American Golf Corporation operates approximately 80 licensed golf courses nationwide.

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.)**

Restaurant/Golf Course

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 (Private Events Only)
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. SEE ATTACHED

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.

x _____

Signature of Applicant/Owner (or Authorized Corporate Officer)

On behalf of: American Golf Corporation

Name of Business Entity

Sworn to and subscribed before me this 11 **day of** December, **20** 17

_____

Notary Public

VIRGINIA MONTANO
Commission # 2113804
Notary Public - California
Los Angeles County
My Comm. Expires Jun 1, 2019

My Commission Expires: 6/01/19

Official Use Only

Application Fee $ 250.00 **Date Paid** 12-15-17

Privilege Tax $ 100.00 **Date Paid** 12-15-17

Board Meeting Date 1, 9, 18

POLICE DEPARTMENT

Deborah Y. Faulkner, EdD
Chief of Police

Dr. Ken Moore
Mayor

Eric S. Stuckey
City Administrator

December 12, 2017

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 Todd Murray, Managing Agent for American Golf Corporation and found to be clear.

[redacted]

Requested by: Christy McCandless

City of Franklin

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

DATE: 12-11-17

TO: POLICE CHIEF

FROM: CHRISTY MCCANDLESS, ACCOUNT MGMT SUPERVISOR

RE: RECORDS CHECK FOR APPLICATION FOR BEER PERMIT

BEER BOARD MEETING DATE 1-9-18

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

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

Name of Business The Crossing Golf Course

Location of Business 150 Riverview Dr

Name of applicant American Golf Corporation

Managing Ag [redacted]

Drivers Licens

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: 12-11-17

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 1-9-18 (Name Change)

Name of Business The Crossing Golf Course

Location of Business 750 Riverview Dr

CODES DEPT

Building Inspector

12/13/17
Date

FIRE DEPT

Fire Inspector

Date

American Golf Corporation

Responsible Beverage Service Training Policy & Materials

American Golf

To:	All Clubs/Courses
From:	Ken Hultz & Lee Finkel
cc:	Rand Huguely, Leonard Matsumoto, Jessica Cesta, Elyse Cook
Date:	June 14, 2017
RE:	Responsible Beverage Service Training (RBS)

Responsible Beverage Service (RBS) Training plays an important role in ensuring that our members and guests are provided with a safe and enjoyable experience while patronizing our facilities. Selling and/or serving alcohol carries a significant responsibility; and as a seller and/or server of alcohol, the training you receive is vital in ensuring that our guests, our teammates and our company are safe and protected.

As a company, we require that all teammates who directly take part in the sale of and/or service of alcohol take American Golf's RBS Training course prior to taking on those responsibilities as an American Golf teammate and to ***re-certify*** in American Golf's RBS Training course every two (2) years. This also applies to teammates whose job duties may change over the course of their employment.

At a minimum, the following teammates are required to take the American Golf RBS Training course and to be ***re-certified*** every two (2) years: GM, AGM, F&B Director, Assistant F&B Director, Server, Bartender, Bar Manager, Dining Room Manager, Banquet Server, Banquet Bartender, Banquet Manager, Banquet Captain, Convenience Cart Attendant, Snack Bar Attendant and any other job code where that teammate sells alcohol (i.e. Pro Shop Attendant).

Additionally, all teammates requiring the American Golf RBS Training course must sign the Co-Worker Alcohol Acknowledgement Form (see attached). Going forward, this Acknowledgement form will be included with the New Hire Packets.

American Golf clubs/courses in OR, WA, NM, TX and TN are exempt from having to ***re-certify*** in the RBS Training course, as facilities in these states are already required to participate in specifically developed State Mandated programs. Although these facilities are exempt from ***re-certification***, all applicable teammates must take the RBS Training course upon hire or if there is a change in position that requires the training.

To help manage this priority, a teammate certification tracking report will be updated monthly and distributed to the field through the General/Regional Managers.

The following page outlines instructions on two different ways on how to access the online training course: 1) through GOPHER or 2) through a non- American Golf network computer. The course typically takes 1.5-2 hours and each teammate is to be paid for their time.

Any questions, please contact Jessica Cesta at 310.664.4448 or jcesta@americangolf.com.

Thank you for ensuring a safe environment for our teammates and guests!

GENERAL INSTRUCTIONS FOR ACCESSING ONLINE TRAINING

Things you need prior to logging on:

1. Email address.
2. Password (one that you will remember in the event that you log out/in).
3. Your 6-digit **KRONOS** ID number.
4. Internet access.

Steps to follow for logging on to training site from a non-American Golf network computer:

1. Access internet explorer.
2. Type in www.myvlp.com\agcorp
3. Click "Go".

Steps to follow to access the training site via the Gopher:

1. Log on to the Gopher
2. Under Quick Links – Click "Applications"
3. Click "All Online Training"
4. Log In to the Training Website (you will need your **KRONOS** ID Number)

Continue:

4. Enter your **KRONOS** ID Number in the space provided on the left side of the screen.
5. Click "Submit".
6. Under the *Account Information* screen, enter all of your information- needed for tracking purposes. (Use a password that you will remember for future use).
7. Click Continue
8. In this screen, you should automatically be prompted into the *Enroll Now* screen, which shows "Enroll for Coursework" in the middle of the page. If you are not on this screen, click on "Enroll Now" which is located to the right of the American Golf logo at the top of the screen.
9. Choose the online course you need to complete
10. Change the quantity to 1.
11. Click "Enroll Now".
12. You are now in the *Order Confirmation* screen. You should see the course you enrolled in with a $0.00 cost. Check the box to agree to the terms and conditions.
13. Click Sign up Now
14. This final screen shows *Your Classes/Exams* which you have signed up to complete. Click on the desired class and begin.

TECHNICAL SUPPORT: Technical support is available 9:00am-5:00pm CST Monday-Friday via email at support@myvlp.com or via the priority support form found by clicking the Help icon on the login screen or myDashboard located on the home page. All after hour requests will be answered the following business day.

American Golf

CO-WORKER ALCOHOL ACKNOWLEDGEMENT FORM

As part of the conditions of my employment by American Golf Corporation, I understand and agree to the following rules about the sale of alcoholic beverages:

1. I will not sell alcoholic beverages to persons under 21 years old. If the person does not appear to be at least 35 years old, I will ask for identification. If there is any doubt about the person's age, I will not make the sale.

2. I will not knowingly sell alcoholic beverage to any adult for use by individuals under age 21. If I suspect that this is the purpose, I will not make the sale.

3. I will not sell alcoholic beverages to any person during restricted hours. The restricted hours under the liquor licensing for this location are:_____

4. I will not sell alcoholic beverages to a person who is acting disorderly, who appears to be intoxicated or who is known to be a habitual drunkard.

5. I will not knowingly violate any alcoholic beverage law.

6. At all times I will comply with the employment handbook and all other American Golf policies related to consumption of alcohol and/or illegal drug usage.

7. I have participated in an informal training session regarding alcoholic beverage service and will complete my Approved Alcohol Training Certification, AGC or State Mandated, within 30 days of hire.

Date:_____ Co-Worker Name:_____
(Printed)

Club Name:_____ Co-Worker Signature:_____

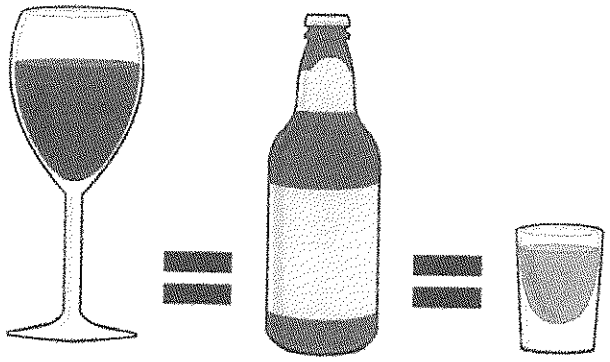
Section 2: BEVERAGE

Alcohol Affects The Body In This Order:

- Loss of inhibitions
- Loss of accurate judgment
- Slowing of reactions
- Loss of coordination

Facts About Alcohol Absorption

- Alcohol passes quickly into the bloodstream and from there to the brain and to the nervous system.
- Once in the bloodstream, the body processes approximately one ounce of alcohol per hour. Nothing can change this rate, but eating or drinking coffee can consume time while the body is burning up the alcohol.
- The rate that alcohol is consumed is important because it affects the body's ability to process.
- Three drinks in one hour will have a stronger impact than three drinks in three hours.
- One drink will have twice the effect on a 100-pound person as it would on a 200-pound person.
- Absorption of alcohol into the bloodstream is quicker after strenuous exercise, if the person's mood is up or down, and/or if a person has taken any medication (including aspirin).



Section 2: BEVERAGE

ALCOHOLIC BEVERAGE SERVICE RESPONSIBILTES

Check anyone who appears to be under the age of 30. Do not worry about offending someone by asking for I.D. Usually, only people who are without proper I.D. are offended. If minors are at a table with adults, and the adults are giving minors some of their drinks, have a manager ask them to refrain from doing so. It is your lawful right not to serve them anymore drinks if they do not cooperate.

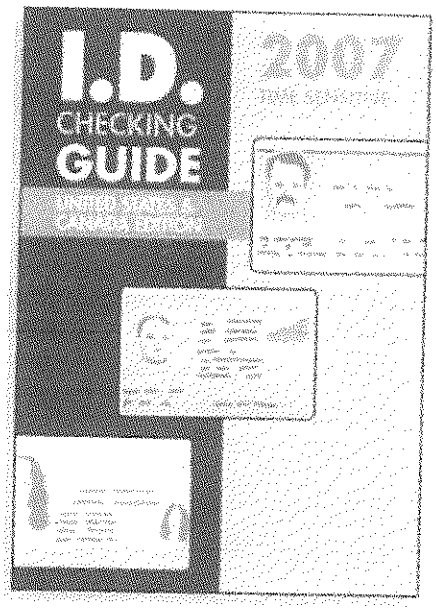
Proper I.D. Is The Following:

- A valid driver's license, with the driver's photograph, state seal and expiration date.
- A valid state-issued I.D. card with a photograph, state seal and expiration date.
- A passport.
- A valid military I.D.

Fact

If an AGC co-worker is caught serving alcohol to a minor it could cost the club:

- It's liquor license
- Up to $20,000 in fines
- Facility closure



Preventing this is simple. Always ask each patron if they are 21; a minor decoy cannot lie about their age as it constitutes entrapment. Make sure to ask for an ID if a patron looks under 30. When an ID is requested, read the details to make sure that the person on the ID is the person ordering the alcoholic beverage, and that the ID indicates the patron is of legal drinking age. Taking these simple steps will ensure that only patrons of legal drinking age are served.

Section 2: BEVERAGE

You Are Responsible For All Members And Guests To Whom You Have Served Alcohol. If A Member Or Guest Appears To Be Intoxicated, Use The Following Suggestions And Guidelines For Handling The Situation:

- Notify a manager in all situations concerning guest intoxication.
- Keep it private - avoid embarrassing the member or guest.
- It is a Manager's responsibility to support a server or bartender's decision to "cut-off" a member or guest.
- Be courteous but firm - avoid confrontation and don't be afraid to say "NO".
- Never touch the member or guest.
- Stress concern for the member or guest's safety.
- See if a friend can drive - or ask if there is a friend whom you can call.
- Suggest a cab - keep phone numbers handy.

Facts

- ~250,000 people have died in alcohol related accidents in the past 10 years.
- Presently ~25,000 people are killed each year in alcohol related accidents.
- ~500 people are killed each week in alcohol related accidents.
- ~71 people are killed each day in alcohol related accidents.
- One American life is lost every ~20 minutes in alcohol related auto crashes.
- It is estimated that one out of every two Americans will be involved in an alcohol related accident in his or her lifetime.

Alcohol Laws Vary By State.
The Following Is A List Of Some State Mandates:

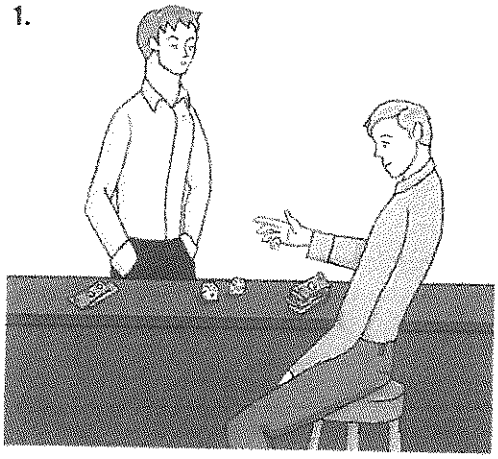
- In some states all types of gambling are illegal at the bar. This includes betting on sports, liars dice, etc... Notify a manager immediately if you learn of gambling at the bar.
- In some states you must deface the A.B.C. stamp on each bottle as soon as the bottle is empty of all alcohol. This can be done by marking through or scratching off the numbers on the tax stamp. (This is determined by state law, please consult your manager).
- Never pour liquor from one bottle to another, even if they are the same liquor. This is called "marrying" and it is illegal.
- Flaming drinks are illegal in many states.
- It is unlawful to drink while on duty.

Failure to abide by these laws can result in jail time, a fine and/or the facility losing its license; it can also result in your termination. Know the laws and abide by them at all times.

Section 2: BEVERAGE

What Is Wrong With The Following?

1.



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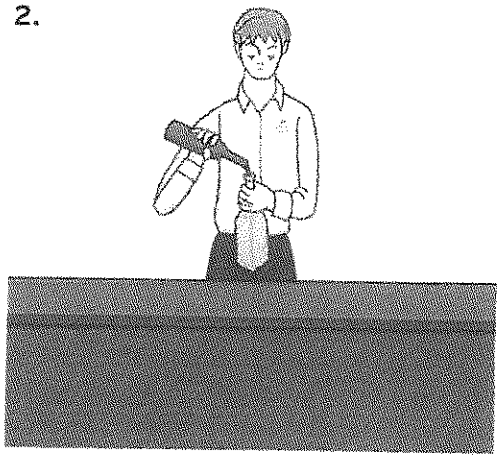

Section 2: **BEVERAGE**

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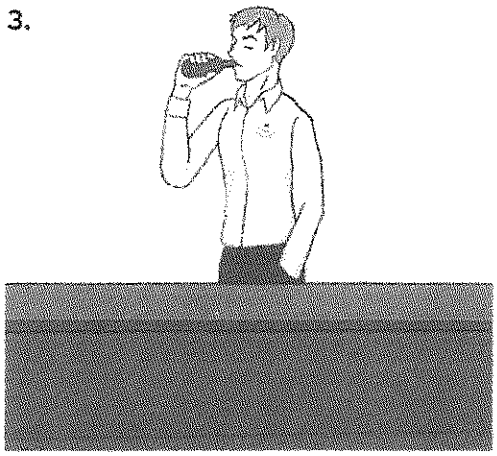

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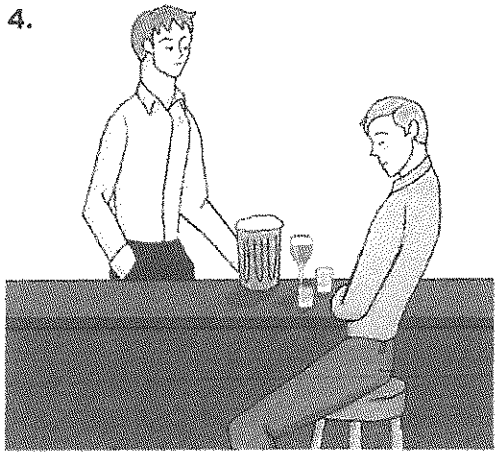

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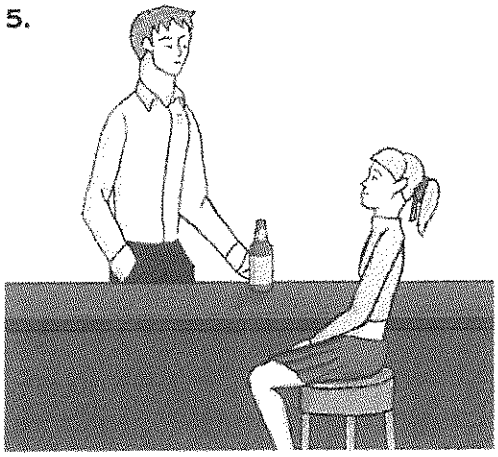


SureSell™ Alcohol Server Training

Introduction

Thank you for choosing SureSell™, the leading online alcohol server training program. This course contains important information about serving alcohol responsibly and safely.

SureSell™ is designed for bartenders, servers, and any other employees who serve alcohol that will be consumed in your establishment by your customers. These establishments include restaurants, bars, nightclubs, wine bars, and taverns.

Serving alcohol in a licensed on-premise establishment carries a significant responsibility. As a server of alcohol, the training you receive is the first line of protection for you, your business, and most importantly, your customers. This course will prepare you to meet the challenges you face every day when serving alcohol to the public.

You will learn tried and true methods that help provide better service to your customers and maintain a safe environment in your establishment. This program also includes many valuable resources that will help you be more efficient and effective when serving alcohol to your customers.

How This Course Works

SureSell™ offers a number of interactive and multi-media enhancements to make the course more engaging and enjoyable. At times, you will be presented with scenarios to test your skills and ensure you are retaining the key points of responsible alcohol service. There will also be a series of quizzes throughout the course. After completing each quiz, you will be allowed to move forward in the program. At the end of this course, you will take a final exam to test your knowledge about responsible alcohol server training.

SureSell™ has two versions of the program: one with full audio narration that is intended for users with a high speed internet connection, and one without audio that is intended for users with a slower internet connection. You can click on the headphones icon located in the lower, right corner of the course player to toggle between the two versions of the program.

SureSell™ is designed for learning purposes only. The final exam will test your knowledge of the subject matter. This course is not designed to provide legal advice, nor does it guarantee the prevention of service issues or the misuse of alcohol.

By taking this program, you acknowledge that you must abide by all laws, regulations, and policies as noted by your jurisdiction or place of business.

Course Topics

SureSell™ will provide information on many topics related to alcohol server training. Course topics include:

- Responsible Alcohol Service
- Minors and Age Verification
- Physical Effects of Alcohol
- Intoxication

Some states have specific laws regarding alcohol server training. If your state has alcohol server training laws, the last section of this program will deal specifically with those laws and regulations.

Key Terms

SureSell™ contains several key terms. Understanding the language of responsible alcohol service is an important part of the overall process.

Absorption Triggers Absorption triggers are the characteristics that will determine how quickly alcohol is absorbed into the bloodstream.

Alcohol Licensee An alcohol licensee is a person or business that has a current and valid license to serve or sell alcohol to the public.

BAC BAC stands for blood alcohol concentration. BAC is the measurement of alcohol in a person's bloodstream.

Criminal Negligence Criminal negligence is recklessly acting without reasonable caution and putting another person at risk of injury or death.

Dram Shop Dram Shop is a term referring to the liability of establishments or employees that serve alcohol to minors or visibly intoxicated persons which result in injury or death to a third party. Dram Shop laws are intended to protect the general public from the hazards of irresponsibly serving alcohol to minors and intoxicated persons. Dram Shop laws are established at the state level.

Fake ID A fake ID is an identification card that is fraudulent or has been altered in some way.

Go, Slow, No Go, Slow, No is a technique you can use to rate your customers' level of intoxication.

Intoxicated Intoxicated means stupefied or excited by a chemical substance, especially alcohol.

Liver The liver is the organ in a human body that is responsible for metabolizing alcohol in the bloodstream.

Minor In regards to alcohol, a minor is a person under the age of 21. By law, minors are not allowed to purchase, consume, or possess alcohol beverages.

Off-Premise An off-premise establishment is an establishment that sells alcohol, beer and/or wine for consumption elsewhere, like a grocery store or liquor store.

On-Premise An on-premise establishment is an establishment or a room in an establishment, such as a hotel or restaurant, where alcoholic beverages are served.

Responsible Alcohol Service

This unit will cover the following topics related to responsible alcohol service:

- Five Responsibilities as a Server
- Criminal Negligence
- Dram Shop Law
- Dram Shop & Minors
- Three Kinds of Duties: Legal, House, & Professional

Five Responsibilities as a Server

As an alcohol server, you have five principle responsibilities:

1. Do not serve alcohol to underage customers.
2. Do not serve alcohol to intoxicated customers.
3. Intervene with underage or intoxicated customers.
4. Provide superior customer service by maintaining a safe environment.
5. Know and obey all local laws, rules, and ordinances regarding alcohol service.

Like any other public service position, servers of alcohol have a responsibility to protect the safety of their customers and their community. When you serve alcohol responsibly, you protect your customers, your business, and your community by reducing alcohol-related incidents.

Serving alcohol today does pose some risks for you and your establishment. The two categories of law that apply specifically to the service of alcohol are criminal negligence and Dram Shop.

Criminal Negligence

A person acts with criminal negligence when his/her conduct causes a substantial and unjustifiable risk to a third party. The risk must be severe enough that the failure to recognize it deviates from the care that an ***ordinary*** person would exercise.

What constitutes an "ordinary" person? Courts have said that "ordinary" or "reasonable" is defined as the minimum level standard of care that the average person would undertake in a similar situation.

If you are found "criminally negligent" in an alcohol service situation, you may be fined, serve jail time, or both depending on your specific state laws.

Dram Shop Law

As an alcohol server, you can be held liable for damages if you serve alcohol to an intoxicated customer and that customer causes injury or death to a third party due to their intoxication. You have a duty not

to serve alcohol to any intoxicated person that enters your establishment. You also must not serve a customer to the point of intoxication.

Injured parties and/or customers may sue you and your establishment for the injuries they incurred due to your service of alcohol if the customer was "obviously" intoxicated.

Dram Shop laws emphasize that the intoxication of the individual can be the "cause" of damages suffered and that an individual who is "obviously" intoxicated must not be provided additional alcoholic beverages.

Dram Shop & Minors

An adult 21 years of age or older is liable for damages caused by the intoxication of a minor under the age of 18 if:

- The adult is not the minor's parent, guardian, spouse, or an adult in whose custody the minor has been committed by a court; and

- The adult knowingly sold or provided to the minor any of the alcoholic beverages that contributed to the minor's intoxication.

Both common negligence and Dram Shop laws cover the criminal aspects of improper or unsafe alcohol service. However, even if you are not criminally liable, you can still be sued in civil court for failing to act responsibly.

The best way for you to avoid a lawsuit or criminal action is by taking every precaution necessary to eliminate alcohol related problems before they can occur. You can accomplish this by making a reasonable effort to be a responsible alcohol server.

It is important to know that not all states have Dram Shop laws. Contact your Alcohol Control Board to find out if your state has Dram Shop laws.

Three Kinds of Duties

To serve alcohol responsibly, you must learn about and practice legal, house, and professional duties.

Legal duties are those which the law requires you to perform. All employees and licensees must follow legal duties. An example of a legal duty is refusing to serve alcohol to a visibly intoxicated person.

House duties or house policies are set by the place of business and are equal to or stricter than legal duties. All employees are expected to follow house duties. Employees must talk with the establishment owner or supervisor to find out about their house duties. An example of a house duty would be limiting service to 6 bottles of beer per person. It is not illegal to serve more, but the establishment has decided to implement a limit of 6.

Professional duties are those which you choose to perform because you want to do more than your legal duties in order to protect your customers, yourself, and society in general. Individuals follow the professional duties they set for themselves. An example of a professional duty is stopping an intoxicated person who intends to drive a car.

Unit Review

Let's review some of the key elements of this unit.

As a server of alcohol, you have five principle responsibilities:

1. Do not serve alcohol to underage customers.
2. Do not serve alcohol to intoxicated customers.
3. Intervene with underage or intoxicated customers.
4. Provide superior customer service by maintaining a safe environment.
5. Know and obey all local laws, rules, and ordinances regarding alcohol service.

The two categories of law that apply specifically to the service of alcohol are criminal negligence and Dram Shop.

Criminal negligence is recklessly acting without reasonable caution and putting another person at risk of injury or death.

Dram Shop is a term referring to the liability of establishments or employees that serve alcohol to minors or visibly intoxicated persons which result in injury or death to a third party. Dram Shop laws are intended to protect the general public from the hazards of irresponsibly serving alcohol to minors and intoxicated persons. Dram Shop laws are established at the state level.

There are three types of duties you should perform as a server of alcohol. They are:

1. Legal Duties - those which the law requires you to perform
2. House Duties – those which are set by a place of business and are equal to or stricter than legal duties
3. Professional Duties - those which you set for yourself and choose to perform because you want to do more than your legal duties

Unit Quiz

You will now take the knowledge assessment for this unit. Once you complete the quiz, you will move forward to the next unit. Good luck!

Minors and Age Verification

This unit will cover the following topics related to minors and age verification:

- Is Your Customer of Age?
- ID Validation
- Checking an ID
- Refusing an ID
- Incident Log
- Compliance Checks

Is Your Customer of Age?

When serving alcohol, you have an important responsibility to ensure that your customers are of legal drinking age. Most people judge a person's age simply by how they appear. However, looks alone are not always a good indicator of age.

There are certain physical and social characteristics that can help you identify a younger person. It is a good idea to stay in touch with current fads in clothing, language, and overall appearance as this will help you determine a person's general age group.

Although it will not tell you the person's age, you may also notice behaviors that are suspicious when an underage person attempts to purchase alcohol. If a customer is underage, he/she may exhibit warning signs such as:

- Nervousness
- No eye contact, glancing around nervously
- Insecurity in voice and mannerisms
- Waiting in the background away from the point of purchase while an adult obtains more than one serving

It is very difficult to tell a person's age solely by his/her appearance. Whether or not a customer appears to be over the age of 21, you should always ask for valid identification from anyone that appears to be 35 or younger. Asking for and receiving valid identification is your first line of defense against violating alcohol service laws by serving alcohol to a minor.

Remember, you can be held liable for serving a minor. This can be devastating to both your personal and professional life.

ID Validation

If you ask a customer for identification, the first step is to make sure his/her ID is accepted in your state. In most states, an ID must include a matching photo of the person. Most states also require that the ID be issued by a state or federal government agency.

Some examples of commonly accepted IDs are:

- Driver's Licenses
- State-issued photo IDs
- Military IDs
- Passports

Make sure you are familiar with the acceptable ID types in your state. If your state has specific laws regarding the types of acceptable IDs, the last section of this program will deal specifically with those laws.

If a customer's ID does not have a photo, or if it is not government issued, **DO NOT ACCEPT IT!** It is your discretion to refuse service to a customer that you believe is underage.

Test Your Skills

Two females enter an establishment and are seated at the bar. John, the bartender, takes their order. Both customers order a Mexican Martini. John asks to see identification from each person. The first female gives him a current valid driver's license that shows she is over 21. The second female shows her college photo ID and explains that she is from out of state and doesn't drive. What should John do?

A) Bring the first customer's drink, and ask for a second form of ID that verifies the name of the second person. Incorrect. Since a college ID is not an acceptable form of ID, having another non-photo identification does not help. John should ask the second person to provide an acceptable form of ID.

B) Bring both drinks since the college ID has a photo and appears to be valid. Incorrect. College IDs are not valid, even if they have a matching photo. John should ask the second person to provide an acceptable form of ID.

C) Refuse to bring either drink since both customers do not have valid identification. Incorrect. It is okay to serve the customer with the valid ID. John should ask the second person to provide an acceptable form of ID.

D) Bring the first customer's drink, and explain since college IDs are not valid, he will need to see an acceptable form of ID from the second customer. Correct. You must see a valid ID from each person that orders alcohol.

Checking an ID

If a customer presents identification that is accepted in your state, it is now time for closer examination. There are 3 more areas you must check:

1. Does the birth date on the ID indicate the person is over 21? The #1 mistake is not calculating the date correctly.

2. Does the photo on the ID match the card holder?

3. Are there any obvious signs of tampering or altering?

It is very important that you examine the ID closely. You should always ask to hold the ID. This allows you to find any physical abnormalities such as rips, tears, or lumps.

False IDs

You may come into contact with false IDs. False IDs are fairly commonplace so it is important that you know what to look for when reviewing a customer's ID.

There are 3 primary types of false identification cards.

1. Physically Altered IDs A physically altered ID is one that has been changed or altered. Typically, the date of birth has been altered so pay careful attention to that area of the ID.

2. Counterfeit IDs A counterfeit ID appears to be valid, but actually is not. These can be obtained by presenting a fake birth certificate or other document to a state department of motor vehicles. These types of IDs are difficult to catch because they are not altered and appear to be valid in every way. One way to verify the validity of an ID is to require a second form of ID, such as a credit card, from someone you suspect of having a counterfeit ID.

3. Another Person's ID In this situation, the ID is authentic, but it does not belong to the person holding it. Make sure the photo and height on the card match the person in front of you.

The guidelines below can help you verify the authenticity of a driver's license.

Expiration Date: Do not accept the license if the date is expired.

Duplicate: If the ID has the word "duplicate" on it, someone else may have the original card.

Physical Imperfections: Glue lines or bumpy surfaces by the picture or birth date or other uneven surfaces often indicate tampering.

State Logo: A state seal or logo that is partially missing or appears altered is another clue to a fake card.

Hologram: Many IDs have a hologram or some other type of security feature that is difficult to duplicate.

Size, Color, Thickness, Lettering: Compare the questionable ID against a "standard" - your own valid driver's license.

If you are suspicious about the validity of an ID, you should ask for a second piece of ID. People with fake IDs rarely carry back-up identification.

You can also ask the customer questions, such as:

- What is your address?
- What is your zip code?
- What is your middle name?
- What is your date of birth?
- How old are you now?
- Are you an organ donor?
- What is your astrological sign?
- How do you spell your first or middle or last name? *(Use this question when there are different ways to spell the name. For example: Linda vs. Lynda, Jeffrey vs. Geoffrey, Cindy vs. Cindi)*
- Do you have a second piece of ID?

The way in which the customer answers the questions can provide clues to the authenticity of the ID.

Pick a method for checking identification that works for you and follow the same procedure each time you check an ID. Establishing a pattern will help insure that you do not leave out a step and it will make checking IDs easier and faster.

If you want more information on identifying minors and checking IDs, contact your Alcohol Control Board. They will provide answers that reflect the laws and regulations in your state.

Remember, if you have any doubt that a piece of ID is valid, do not accept it and do not serve alcohol to that person.

ID Guides

Of the acceptable forms of ID, a driver's license or other state-issued photo ID are the best. Each state has its own design and specification for its ID. It is important that you know what each state ID looks like.

There are several resources available to help you verify state IDs. One of the best is the annual ID guide. This guide is invaluable in determining the validity of an out-of-state ID. If you do not have an ID guide in your establishment, please notify your supervisor.

Refusing an ID

If you are not comfortable accepting an ID or making a sale, you will have to politely and professionally refuse the sale. Below are sample statements for handling these types of situations:

1. "This driver's license does not show your date of birth or picture clearly. You will have to come back with an ID that clearly shows your picture and all other information."

2. "I'm sorry, but I can't accept this ID. Do you have another ID? We can both get in trouble if I don't follow the law."

3. "If this is your only ID, I'm sorry but I cannot serve you alcohol now."

4. "I'm sorry, but we don't accept college IDs as proof of age. Do you have a driver's license or state ID card?"

In most states, it is legal for you as an alcohol server or licensee to hold a customer's identification for a "reasonable" period of time if you suspect the person to be underage and/or using a false identification. Check with your Alcohol Control Board for information about confiscating false IDs.

Test Your Skills

Julie is a waitress at a local restaurant. Two customers are seated at her table. Each one orders an alcoholic beverage. Julie asks to see their IDs. She notices the IDs are from out of state. Although the IDs appear valid, Julie is still not comfortable that the customers are of age. Should Julie serve the customers?

A) Yes Incorrect. If you are unsure about the age of the customer, it is always safer not to serve or sell alcohol to that customer.

B) No Correct. If you are unsure about the age of the customer, it is always safer not to serve or sell alcohol to that customer.

Incident Log

The best protection against liability lawsuits is to NOT serve alcohol to visibly intoxicated persons or to minors. For additional protection, licensees and employees should keep a daily record of events in their businesses.

An incident log is a written record of any event such as a fight, refusing service to a minor or intoxicated person, confiscating ID, or calling the police. The log provides documentation to help build a defense in case a lawsuit is filed. An incident log should be a bound booklet rather than a binder where pages can be added and taken out.

Information to record in an incident log includes:

- Names and addresses of customers, employees, and any other witnesses. If you do not know someone's name, describe them.
- License plate number if an automobile is involved.
- Date and time of day.
- Describe events before, during, and after the incident.

Daily, consistent entries, even when there are no problems, demonstrate responsible business practices. A daily record provides other valuable business information, such as customer trends, requests or complaints, employee relations, and more. This can be a useful tool in improving the business.

As an employee, you should also consider keeping an individual incident log that you can take with you if you go to work at a different establishment.

Compliance Checks

Law enforcement agencies may use persons who are under the legal drinking age to test compliance with state laws. In these compliance checks, an underage customer will attempt to purchase alcohol in your establishment. The customer will clearly be underage and will have a valid ID that identifies them as a minor.

The laws and regulations related to compliance are different in each state. Contact your local law enforcement for more information about random compliance checks in your area.

Unit Review

Let's review some of the key elements of this unit.

It is very difficult to tell a person's age solely by his/her appearance. You should always ask for valid identification from anyone that appears to be 35 or younger. It is a good idea to stay in touch with

current fads in clothing, language, and overall appearance as this will help you determine a person's general age group.

If you have reason to question whether a customer is of legal drinking age, you should:

1. Ask for valid identification from the person.
2. Examine the identification closely to determine if it is valid in your state and unaltered.
3. Examine the photograph in the identification to ensure it matches the identification holder.
4. Calculate the age of the person based on the date of birth in the identification to determine if the person is 21 or older.
5. Ask the person questions, such as "Are you an organ donor?" or "What is your astrological sign?" The way in which the customer answers the questions can provide clues to the authenticity of the ID.

If an ID appears invalid in any way, DO NOT serve alcohol to the customer! When refusing the sale, make sure you do so quickly and professionally. You should also document the event in the incident log.

Below is a quick reference guide to determine if a customer is 21 or older. The date of birth must be on or before today's date for the year born.

Current Year	Year Born
2009	1988
2010	1989
2011	1990
2012	1991
2013	1992
2014	1993
2015	1994

Unit Quiz

You will now take the knowledge assessment for this unit. Once you complete the quiz, you will move forward to the next unit. Good luck!

Physical Effects of Alcohol

This unit will cover the following topics related to the physical effects of alcohol:

- Alcohol Absorption
- Blood Alcohol Concentration
- Absorption Triggers
- Common Diseases and Disorders
- Alcohol and Drugs
- Alcohol Consumption Myths
- Acute Alcohol Poisoning
- Drink Tampering

Alcohol Absorption

As a person consumes alcohol, it enters the body and is absorbed very quickly. In fact, most of the alcohol in one standard drink will enter the bloodstream within 45 minutes of consumption.

Alcohol absorption occurs primarily through the lining of the mouth, throat, stomach, and small intestine. Although alcohol absorption into the body occurs almost immediately, the small intestine absorbs 75-80% of all alcohol consumed. Unlike food, alcohol does not need to be digested before reaching the bloodstream.

After the alcohol is absorbed into the bloodstream, it is distributed throughout the body as blood circulates. As it circulates through the body, the alcohol is dissolved into every tissue in the body.

Major organs such as the liver, kidneys, lungs and brain absorb more alcohol. Organs such as the brain have a special sensitivity to alcohol and therefore can be adversely affected. The absorption and distribution of alcohol throughout the body happens quickly. Within a few minutes of taking a drink, alcohol reaches the body's organs.

When alcohol is in the bloodstream, it has a variety of effects on the body including:

- Initial increase of heart rate
- Increase in the production of stomach acids
- Increased urination
- Depression of the central nervous system

Eventually, the alcohol in the bloodstream reaches the liver. The liver is primarily responsible for metabolizing the alcohol. In fact, ninety percent of all the alcohol will be metabolized by the liver. The remaining ten percent is eliminated through sweating and breathing. It takes about one hour for the

liver to process one beer or other alcoholic drink. The healthy human body eliminates about 1/2 ounce of pure alcohol (1 drink) per hour.

Until the liver has metabolized all the alcohol in the bloodstream, the alcohol will continue through the body.

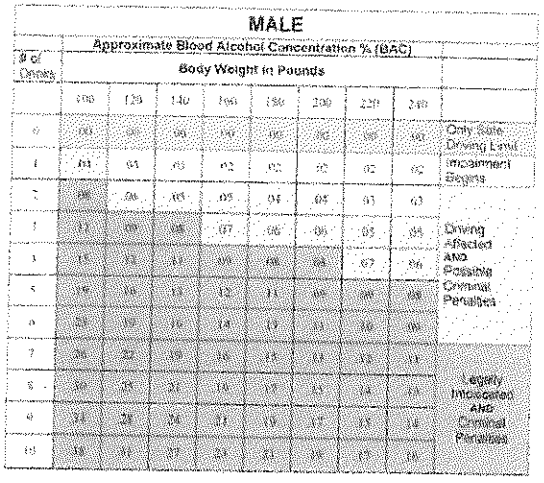
Blood Alcohol Concentration (BAC)

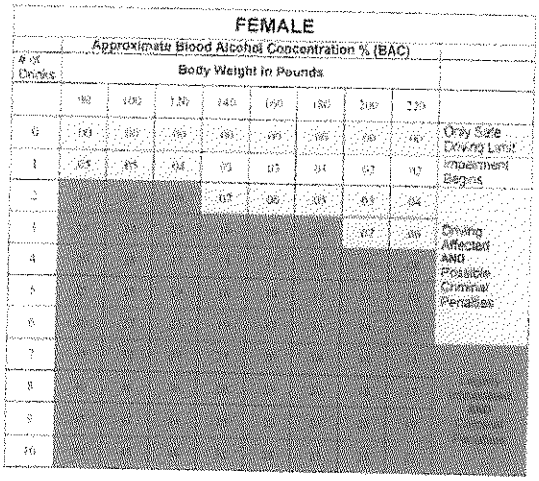
The amount of alcohol in the bloodstream at any given time is called blood alcohol concentration or BAC. BAC is expressed as a percentage of alcohol in relation to blood in the body. For example, a person with a BAC of .10% has approximately one milliliter of alcohol for every liter of blood.

Since a small portion of alcohol in the body is eliminated through breathing, you can determine a person's BAC by measuring the alcohol content in his/her breath. This is measured by a device called a breathalyzer. The person exhales into a special tube on the breathalyzer which measures the amount of alcohol in his/her breath.

BAC Chart

Below is an example of a standard BAC chart for a male and a female.





The body weight is listed in increments across the top of the chart. The number of drinks is listed down the left side. Where the column and the row meet is the approximate BAC.

No drinks: You are safe to drive.
.03 or below: Impairment begins
.04 - .07: Driving is affected and possible criminal penalties
.08 and higher: Legally intoxicated, criminal penalties, and possibly death

Notice with .04 - .07, there are possible criminal penalties. Even if a person is not legally intoxicated, an accident caused by that person could lead to criminal punishments.

Absorption Triggers

A person's BAC is a direct result of several triggers. Each of these has an impact on how much and how quickly alcohol is absorbed into the bloodstream. Absorption triggers include:

- The amount of alcohol a person drinks
- The speed at which a person drinks
- How much and what type of food is eaten while drinking
- A person's individual metabolic rate

Note: A person's individual metabolic rate is not necessarily an absorption trigger, but it does determine how quickly the liver breaks down the alcohol. The faster the liver breaks down the alcohol, the faster the BAC will return to normal levels.

Trigger 1: Amount of Consumption

How much alcohol a person consumes is a primary trigger of the BAC. All other things being equal, the more alcohol a person consumes, the higher the BAC will be.

It is important to note that all alcoholic beverages are not created equally. Beer and wine can have different alcohol percentages and mixed drinks can vary in alcohol content depending on the recipe. For example, a measured rum and coke will have significantly less alcohol content than a Long Island Iced Tea, which has four measured amounts of alcohol per "drink."

Because the amount of alcohol in drinks can vary, the generally accepted rule is that "one" drink equals:

12 oz can of beer = 5 oz glass of wine = 1.5 oz of 80 proof liquor

With this equivalency chart, it is easy to see that a mixed drink with four measured liquors is equal to four 12 oz cans of beer. So remember, "one" drink is not always just one.

Test Your Skills

Mary and Tina are drinking together and having a good time. Mary has consumed three vodka tonics and Tina has had three Long Island Iced Teas. As their server, it is your responsibility to monitor their drinking. Since both women have had only three drinks in 90 minutes, you determine that it is still safe to serve them. Is this the correct decision?

A) Yes Incorrect. Tina has actually consumed significantly more alcohol than Mary because one Long Island Iced Tea has multiple measured shots of alcohol.

B) No Correct. Since Tina's drink contains significantly more alcohol than Mary's drink, Tina has consumed a great deal more alcohol than Mary, even though both have had three "drinks."

Trigger 2: Speed of Consumption

Just as the amount of alcohol consumed affects BAC, so does the speed of consumption. The faster a person drinks alcohol, the faster his/her BAC is affected.

Remember that it takes approximately one hour to metabolize one drink from a person's system. Therefore, the faster alcohol is put in the bloodstream, the higher the BAC will be until the liver can metabolize all of the alcohol. A person's individual metabolic rate will determine the exact rate at which his/her body metabolizes alcohol. The "one drink per hour" rule is a very general guideline and is not accurate in all cases.

Test Your Skills

One of the customers at Kim's table ordered four drinks in 40 minutes. After finishing the fourth drink, the customer asks Kim for his check. After paying his tab, the customer gets his keys out and walks toward the exit. What should Kim do next?

A) Tell the customer that she is concerned for his safety and offer to call a cab for him. Then she should notify her supervisor. Correct. Kim should make a reasonable effort to ensure the safety of her customer. She should also notify a supervisor in this type of situation.

B) Politely thank the customer for the good tip. Incorrect. Kim must ensure the safety of her customer and make every reasonable effort doing so. Kim should offer to call a cab for him and then notify her supervisor.

C) Grab the customer's keys out of his hand. Incorrect. The physical action may escalate the situation and cause a violent reaction. Kim should offer to call a cab for him and then notify her supervisor.

D) Tell a co-worker that she is concerned about her customer driving home. Incorrect. Kim needs to exercise control over the situation. Instead of notifying another co-worker, she should notify a supervisor. Kim should also offer to call a cab for her customer.

Trigger 3: Food Consumption

How much and what types of food a person eats while drinking alcohol will also affect his/her BAC. Not only does eating usually slow down the pace of drinking, the food in the body acts as a "sponge," absorbing some of the alcohol which slows down the speed in which alcohol enters the bloodstream.

The amount of food in the stomach when drinking is also important. Alcohol is an irritant that increases the flow of hydrochloric acid, the digestive juice secreted by the lining of the stomach. Food in the stomach dilutes the alcohol and diminishes the irritant properties. The amount of food in the stomach determines how fast the alcohol is absorbed into the bloodstream.

A full stomach of protein, not carbohydrates, only delays the absorption of alcohol into the bloodstream. It doesn't prevent it. Milk can coat the stomach walls and slow down the absorption of alcohol; however, all of the alcohol will still be absorbed, but at a slower rate.

It is important that a person not drink on an empty stomach. The stomach should be coated and food should be eaten to lessen the irritating effects of alcohol on the stomach lining and slow down the rate of absorption. Salty foods, such as peanuts and pretzels, and spicy foods should be avoided since they increase thirst and may cause people to drink alcoholic beverages more quickly.

True or False

Eating food before drinking will prevent the absorption of alcohol into the bloodstream.

A) True Incorrect. Eating food before drinking can *slow* the absorption of alcohol into the bloodstream; however, it does not *prevent* absorption.

B) False Correct. Eating food before drinking can *slow* the absorption of alcohol into the bloodstream; however, it does not *prevent* absorption.

True or False

It is important to eat salty foods while drinking, as the extra salt helps break down the alcohol in a person's system more quickly.

A) True Incorrect. Salt has no effect on the speed in which alcohol is metabolized from the bloodstream. However, eating salty foods may increase a person's BAC because it increases thirst and may cause the person to consume alcoholic beverages more quickly.

B) False Correct. A person's individual metabolic rate will determine the speed in which alcohol is metabolized. Salt has no effect on the speed in which alcohol is metabolized from the bloodstream. However, eating salty foods may increase a person's BAC because it increases thirst and may cause the person to consume alcoholic beverages more quickly.

Trigger 4: Metabolic Rate

A person's individual metabolic rate does not affect the speed of alcohol absorption, but it does affect BAC in another way.

A person's metabolic rate determines how quickly the liver breaks down the alcohol. People with slower metabolic rates take longer to eliminate alcohol from the bloodstream than those with higher metabolic rates.

All things being equal, people with slow metabolic rates will have higher BAC levels for longer periods of time than those with high metabolic rates.

Multiple Choice

All other things being equal, which of the following alcoholic beverages would take the longest amount of time to metabolize from the body?

A) A 1.5oz measured vodka tonic Incorrect. A 12oz. beer is the standard equivalent to 1.5oz of liquor; therefore, the 20oz. beer would take the longest to metabolize from the body.

B) A 20oz. mug of beer Correct. A 12oz. beer is the standard equivalent to 1.5oz of liquor or 5oz of wine; therefore, a 20 oz. beer contains more alcohol than the other two drinks and would take the longest to metabolize from the body.

C) A 5oz. glass of wine Incorrect. A 12oz. beer is the standard equivalent to 5 oz of wine; therefore, the 20oz. beer would take the longest to metabolize from the body.

True or False

A person with a high metabolic rate will have a higher BAC level than a person with a low metabolic rate.

A) True Incorrect. A person with a high metabolic rate will break down alcohol in his/her system more quickly, which leads to a lower BAC level.

B) False Correct. A person with a high metabolic rate will have a lower BAC level because his/her body breaks down alcohol in the bloodstream more quickly.

Other Triggers

The rate at which the body metabolizes alcohol is affected by a variety of triggers. We have discussed the four major triggers; however, there are several other triggers that can also affect a person's BAC and alcohol metabolism. These include:

Gender All other things being equal, women will tend to have a higher BAC than men when the same amount of alcohol is consumed. This is primarily due to the fact that females generally have a higher body fat percentage than a male of the same weight. Alcohol is not absorbed by fat cells so the alcohol is concentrated more heavily in the muscle and organ tissues of females.

Illness If a person is sick or injured, the body is using much of its resources to heal itself. Illness tends to slow down a person's metabolic rate, which causes the alcohol to remain in the bloodstream for a longer period of time.

Moods and Emotions As a person's mood changes, so does the chemistry in the body. Mood changes can have an impact on the body's ability to metabolize alcohol.

Common Diseases and Disorders

Some other illnesses may be mistaken as intoxication. Diabetics show some of the same signs as intoxication if their blood sugar levels are dangerously low. This condition is also known as hypoglycemia and usually causes feelings of hunger, dizziness, palpitations, sweating, irritability, weakness, and tiredness. If this condition is not corrected, loss of consciousness, convulsions, or even death can occur. Therefore, try to determine quickly if these symptoms are medically related and get help immediately. One way to try and determine if a medical condition exists is to see if a Medic-Alert bracelet or necklace is present.

Alcohol and Drugs

Combining alcohol and drugs can make the effects unpredictable and often more severe than if the same drugs were taken separately.

Combining alcohol with depressants, cocaine, or marijuana can be especially dangerous, and the results can be deadly. Some prescription drugs also have adverse reactions when taken with alcohol. In some cases, the alcohol's effect is multiplied. The blood alcohol content doesn't change, but the way the person reacts may change.

Any drug taken with alcohol might affect a person's level of intoxication. If more than one drug is taken, or if drugs are mixed, especially tranquilizers or other sedative-hypnotics with alcohol, the result could be trouble. If a person is uncertain about a particular drug or drug mix, a doctor or pharmacist should be consulted.

Different drugs will have different effects when combined with alcohol. Some drugs that affect behavior are:

- Weight loss drugs – These are stimulants, which can increase blood pressure and heart rate and decrease sleep and appetite.
- Analgesics or pain killers – These can cause drowsiness.
- Cold remedies, cough medicines, and some anti-diarrhea medicines – These can adversely affect performance and slow judgment.

True or False

When alcohol is combined with a stimulant, such as coffee or cocaine, the resulting effect on the body is always the same. The stimulant will counter the depressive effects of the alcohol, which keeps a person more sober.

A) True Incorrect. While stimulants and depressants do have opposite effects on the body, there is no way to accurately predict how each drug will react when mixed together. The effects can be unpredictable and have serious consequences.

B) False Correct. When mixing alcohol with any drug, there is no way to accurately predict how each drug will react when mixed together. The effects can be unpredictable and have serious consequences.

Test Your Skills

Stephanie is taking medication for a stomach condition. She has plans to go out drinking with her friends tonight. There is no information on the medication bottle that says Stephanie should not drink alcohol. Stephanie decides not to drink any alcohol until she talks to her doctor. Did Stephanie make the right decision?

A) Yes Correct. Even though Stephanie's medication does not specifically prohibit drinking alcohol, the effects of combining alcohol and medications can sometimes be catastrophic. It is always best to consult a physician before combining alcohol with any prescription or over-the-counter medication.

B) No Incorrect. Even though Stephanie's medication does not specifically prohibit drinking alcohol, the effects of combining alcohol and medications can sometimes be catastrophic. It is always best to consult a physician before combining alcohol with any prescription or over-the-counter medication.

Alcohol Consumption Myths

The most important factor to consider when attempting to "sober-up" a person who drank too much is time. If a person drinks three beers in 30 minutes and consumes no more alcohol, it will take about three hours for the body to eliminate the alcohol.

- The liver works slowly and nothing can be done to speed up alcohol elimination.

- Exercise, cold showers, special foods, coffee, tea, or orange juice cannot speed up the elimination of alcohol in the bloodstream.

• Caffeine does nothing to reduce intoxication. In fact, it can have a negative effect by giving a person a false sense of alertness.

True or False

Consuming products that are high in caffeine is a great way to speed up a person's metabolic rate and reduce intoxication.

A) True Incorrect. Caffeine has no affect on intoxication. Consuming caffeine will only give an intoxicated person a false sense of alertness.

B) False Correct. Caffeine has no affect on intoxication. Consuming caffeine will only give an intoxicated person a false sense of alertness.

Acute Alcohol Poisoning

Acute alcohol poisoning can occur when a person consumes large amounts of alcohol in a very short period of time. For example, if a person drinks a fifth of whiskey, vodka, or scotch in a one or two hour period, this can produce a BAC of .60 (six times the legal limit), which can cause a coma or death.

When a person experiences acute alcohol poisoning, a number of physical reactions occur:

- Blood begins getting sticky like molasses.
- Blood begins to clot in the body.
- Blood clotting interrupts flow of blood to the brain.
- Without blood and the oxygen it carries, brain cells begin to die.

Drink Tampering

Two strong sedatives are being abused individuals in nightclubs, bars, and parties. They are Rohypnol and GHB. These drugs are sometimes referred to as the "date rape" drugs. They are slipped into the drinks of individuals who are distracted or leave unattended drinks on the table or bar.

Rohypnol comes as a pill that dissolves in liquids. Rohypnol may cause a user to feel intoxicated or sleepy. The effects of Rohypnol can be felt within 30 minutes of being drugged and can last for several hours. Deep sedation, respiratory distress, blackouts, and forgetfulness make sexual assault more likely when used unknowingly.

GHB has a few forms: a liquid with no odor or color, white powder, and pill. GHB is a central nervous system depressant that is often abused for its intoxicating effects. It initially causes intoxication followed by deep sedation. GHB takes effect in about 15 minutes and can last 3 or 4 hours. Side effects caused by GHB include delusions, loss of consciousness, amnesia, and coma.

The abuse of Rohypnol and GHB led to the Drug-Induced Rape Prevention and Punishment Act of 1996. This law makes it a crime to give someone a controlled substance without a person's knowledge and with intent to commit a violent crime such as rape or robbery.

Protect your Customers

- Businesses or individuals serving alcoholic beverages should advise guests to watch out for each other.

- Waiters and waitresses should, when possible, be alert to individuals tampering with drinks, switching drinks, or leaving drinks unattended.

- Customers should watch their drinks being poured and remain with the drink.

- Leaving a full drink unattended to dance or go to the restroom should be discouraged.

- Signs may need to be posted advising customers to be careful about leaving unattended drinks.

- If drink tampering is observed, the establishment supervisor, security guard, or law enforcement should be notified immediately.

Establishments with consistent problems with drink tampering may want to consider installing video cameras or have a designated person continuously scanning seating areas for suspicious behavior. Security guards should be asked to continuously monitor not only rough behavior, but also suspicious behavior like tampering with drinks.

Unit Review

Let's review some of the key elements of this unit.

The amount of alcohol in the bloodstream at any given time is called blood alcohol concentration or BAC. BAC is expressed as a percentage of alcohol in relation to blood in the body.

As alcohol is absorbed into the body, a person's BAC will increase. The speed at which alcohol is absorbed is determined by four main absorption triggers:

- The amount of alcohol a person drinks
- The speed at which a person drinks
- How much and what type of food is eaten while drinking
- A person's individual metabolic rate

Combining alcohol and drugs can make the effects unpredictable and often more severe than if the same drugs were taken separately. Different drugs will have different effects when combined with alcohol.

Rohypnol and GHB are two drugs that are sometimes referred to as the "date rape" drugs. They can be slipped into the drinks of unsuspecting individuals. As a server of alcohol, you should be mindful of drink tampering and advise your customers to watch their drinks closely.

Unit Quiz

You will now take the knowledge assessment for this unit. Once you complete the quiz, you will move forward to the next unit. Good luck!

Intoxication

This unit will cover the following topics related to intoxication:

- Recognizing Intoxication
- Observing your Customers
- Indicators of Intoxication
- Tolerance
- Go, Slow, No Technique
- Managing Drinking Behavior
- Drinking and Driving
- Designated Driver Programs
- Handling Aggressive Customers

Recognizing Intoxication

Recognizing and preventing intoxication is your most important responsibility as a server of alcohol. Each and every time you prevent someone from becoming intoxicated, or prevent an intoxicated person from driving, you may have saved a life.

Individuals who have had too much to drink are sometimes easy to spot. Many will exhibit one or more of the following indicators:

- bloodshot or unfocused eyes
- slurred speech
- smell of alcohol on breath
- mental confusion
- impaired motor skills
- impaired balance

The law requires that you make a reasonable effort to avoid serving or selling adult beverages illegally. Most states consider you criminally negligent if you sell or serve adult beverages to a "visibly intoxicated" person. Because of this, it is important that you learn how to spot intoxication beyond the most obvious clues. You must use your observation and communication skills to assess the behavior of your customers during their time in your establishment.

Observing Your Customers

As your customers enter your establishment, you should be alert and rate them based on their actions or speech. You should note your customers' initial mood and conduct when you first greet them in order to gauge their overall mood and possible intoxication level.

Watching your customers interact with other people can also provide insight into their level of intoxication. Your customers should be repeatedly interviewed and evaluated prior to each additional sale of an alcoholic drink.

Some warning signs are obvious and are good indicators of "visible" intoxication. Some signs, however, are subtle and it takes an experienced eye to notice. Some clues may be misleading and are indicators of other problems or issues. It is important that you use all the tools available to recognize these warning signs and take the necessary actions to protect your customers and your establishment.

Indicators of Intoxication

While consuming alcohol, a person's BAC increases and he/she will begin to show signs of intoxication. These signs can be both physical and emotional. Signs of intoxication follow a fairly standard progression each time a person drinks alcohol. The four indicators of intoxication are:

1) Reduced inhibitions
2) Poor judgment
3) Slowed mental and physical reactions
4) Loss of motor skills and agility

Reduced Inhibitions

The first sign of alcohol impairment is reduced inhibitions. A person who is normally shy and reserved may exhibit more loud or overt behavior. They may say or do things that seem out of character, such as telling dirty jokes or acting overly flirtatious.

You've probably heard the term "alcohol courage." This term clearly illustrates how alcohol can reduce a person's inhibitions and prompt him/her to do things that seem out of character.

Poor Judgment

As a person continues drinking, he/she may begin displaying poor judgment. This may include:

- making inappropriate remarks
- attempting to drive a motor vehicle
- becoming aggressive or violent

This is a good time to use techniques to slow the customer's pace of drinking. It may even be necessary to stop service based on the types of behavior the customer is displaying.

Slowed Reactions

Since alcohol is a depressant, a person's physical and mental reactions will slow down while he/she continues to consume alcohol. A person at this level of intoxication may have trouble communicating verbally and will appear "visibly intoxicated." Other signs may include:

- Slurring of words
- Glassy or unfocused eyes
- Slowed response to questions or conversations
- Dropping items such as keys or cell phone

If you have reason to believe your customer is at this stage, you MUST NOT sell this person more alcohol.

Loss of Motor Skills

As the BAC increases, a person will begin losing his/her motor skills and agility. The ability to walk, carry a conversation, or perform many other routine physical tasks will be greatly impaired.

If a customer enters your establishment at this level of intoxication, you MUST NOT sell this person more alcohol. In fact, you should probably speak with your supervisor in this situation. Your supervisor may decide to contact law enforcement in order to protect the safety and well-being of the customer.

This stage is where you see the most common indications that a person is intoxicated. You will probably notice the customer is stumbling or unable to control body movements. Unfortunately, by this stage, the person is usually quite intoxicated and should have been refused service much earlier.

True or False

Poor judgment is the first stage of behavior you will notice when someone is drinking alcoholic beverages.

A) True Incorrect. Poor judgment is typically the second stage of intoxication. Reduced inhibitions are generally the first stage of alcohol impairment.

B) False Correct. Poor judgment is typically the second stage of intoxication. Reduced inhibitions are generally the first stage of alcohol impairment.

Tolerance

Some people have the ability to hide their level of intoxication. Remember, just because people are not displaying alcohol-impaired behavior does not mean they are not intoxicated. More experienced drinkers may have the ability to mask or hide these behaviors.

The common term for this is "tolerance." This is an inaccurate term because it implies that alcohol has less effect on a person with higher "tolerance." All things being equal, a person with a high tolerance will have the same BAC as a person with a low tolerance. However, they may not display the same behaviors depending on their alcohol consumption experience level.

Test Your Skills

Steve and his friends are sitting at a bar telling funny drinking stories. Steve makes the comment that he has a much higher tolerance for alcohol than John does; therefore, he can drink more than John without becoming intoxicated. Is Steve correct?

A) Yes Incorrect. Tolerance is the ability to "hide" normal signs of intoxication. All other things being equal, two people that consume the same amount of alcohol will have the same BAC, regardless of the ability to hide the intoxication effects.

B) No Correct. Tolerance is the ability to "hide" normal signs of intoxication. All other things being equal, two people that consume the same amount of alcohol will have the same BAC, regardless of the ability to hide the intoxication effects.

Go, Slow, No Technique

While you are observing your customers, keep mental notes rating them on their level of intoxication using the "Go, Slow, No" technique. Go, Slow, No is a simple way to categorize your customers based on their drinking behavior.

Go Phase

When a customer first enters, he/she may be in the "go" phase. At this stage, the customer is showing no signs of impairment. This is the best time to rate the customer. Be alert and check for any hidden indicators that may show intoxication. Note the customer's initial mood and conduct so you will be able to spot any changes. In this phase, you are safe in serving alcoholic beverages to the customer.

Slow Phase

As time passes, observe the customer's behavior and interaction with others. The customer may begin to show signs of impairment after having a few drinks. Keep track of how many drinks have been served. You may need to refer to the BAC chart to estimate the person's alcohol percentage. At this point, the

customer enters the "slow" phase, which means you should implement techniques to slow the person's drinking.

There are many non-confrontational ways in which you can impact the speed and amount of alcohol a person drinks. These include:

- Leave only one alcoholic beverage on the table for each person.
- Slow down service by spacing more time between table visits.
- Offer food or non-alcoholic beverages.
- Keep the water glasses full.

Serving foods high in protein or fat (meats, cheeses, etc) or low in salt are also effective ways to slow down the rate of drinking. Eating slows the process in two ways:

- Alcohol is absorbed into the food product which delays absorption into the bloodstream.
- Time spent eating is time not spent drinking.

Refrain from serving peanuts, pretzels, or spicy foods as these will increase thirst and cause an increase in the rate of drinking.

No Phase

If the customer is showing strong and obvious signs of intoxication, he/she has entered the "no" phase. You should not serve the customer any more alcoholic beverages and you should notify your supervisor of the situation. Refusing service to a customer is never easy, but it is YOUR responsibility to ensure the safety of your customers and your establishment. Remember to remain calm and polite, yet firm when dealing with an intoxicated customer. Avoid a confrontation with the customer, especially a physical confrontation.

You can offer the customer a non-alcoholic drink or some food. You should also attempt to arrange transportation for the customer. If the person refuses alternative transportation and insists on driving, you should notify your supervisor and law enforcement immediately. You should also make a note of the event in the incident log.

Test Your Skills

Steve says, "Hello sir. What can I get for you?"
Jim says, "I'll have a margarita, thanks."
Steve says, "Sure, but have you already had a few drinks?"
Jim says, "Yeah, just a couple. I got promoted today and was celebrating with some friends."
Steve says, "Congratulations on your promotion! How about I bring you an appetizer of your choice, on the house?"

Jim says, "I'd really just like that margarita. I'm not very hungry anyway. We're going to have dinner a little later."

Is Jim in the go, slow, or no phase?

A) Go Incorrect. Jim did mention that he had already had a few drinks and he is slurring his words.

B) Slow Correct. Although it's early in the evening and Jim is having dinner later, the fact that he's had a few drinks already is a good indicator that you should watch his drinking carefully.

C) No Incorrect. Jim seems lucid and his visible signs of intoxication are minor.

Test Your Skills

Julie says, "Fantastic! Our drinks are here."
Barbara says, "Yeah!"
Steve says, "Here you go ladies, enjoy!"
Julie says, "Can you believe what happened at work today? I was so angry at my boss."
Barbara says, "I know that was terrible. Wow, this drink is really strong. Sure is good though!"
Julie says, "I could use a few stiff drinks tonight to get my mind off today. Can you go out after dinner?"
Barbara says, "Sure, count me in."

Are Julie and Barbara in the go, slow, or no phase?

A) Go Correct. This appears to be their first drink, they are having dinner, and Barbara mentions that the drink is strong. This is usually a good indication that it's a first drink.

B) Slow Incorrect. It appears to be each one's first drink and they are having dinner, which will help slow the rate of alcohol absorption.

C) No Incorrect. Both women are clearly in the go phase right now. However, as the night progresses, you should continually observe their behavior to ensure they consume alcohol responsibly.

Test Your Skills

Steve says, "That was an interesting joke, but you may want to keep your voice down because jokes like that may offend some of our customers."
Jim says, "Oh sorry, sure thing. But would you like to hear a few more?"
Steve says, "Well, another customer needs my help."
Jim says, "Sure, but how about another scotch and soda first."

Is Jim in the go, slow, or no phase?

A) Go Incorrect. Jim seems to have reduced inhibitions and poor judgment. You can tell this by his overly loud tone and offensive jokes.

B) Slow Correct. You would need more information to be positive, but early indications are that Jim is in the slow phase.

C) No Incorrect. Jim is lucid enough to tell a funny joke, even if it is offensive. Be observant though because another drink or two may put him into the no phase.

True or False

When your customer reaches the "slow" phase, you should immediately refuse any further alcohol service to that customer.

A) True Incorrect. In the slow phase, you should begin implementing techniques that slow down the rate of your customer's alcohol consumption.

B) False Correct. The slow phase is when you should begin implementing techniques that slow down the rate of your customer's alcohol consumption.

Managing Drinking Behavior

During the course of your employment as an adult beverage server, you may be required to manage how, and how much, your customers drink. This is a difficult and sensitive subject in many instances because your main role is to ensure customer happiness. But remember, you also have a responsibility to protect their safety and the safety of your establishment. By intervening in a timely manner, you have the ability to keep many situations from getting out of hand.

If you send an intoxicated customer out of your establishment, you could be held liable for any alcohol-related incidents that follow. When serving adult beverages, it is YOUR responsibility to serve them safely. Arrange for a safe ride home and if your intervention attempts fail, you should notify your supervisor and law enforcement. You should also make a note in the incident log detailing the facts of the situation and any actions that were taken.

Drinking and Driving

Alcohol plays a part in over half of all fatal road accidents. This includes both intoxicated drivers and pedestrians. Even small amounts of alcohol can interfere with a person's driving ability. To drive safely, a

person must be able to see what is happening in his/her surroundings, make decisions based on what other drivers may do, and react quickly. Alcohol can slow a person's reaction time and affect his/her ability to make decisions quickly.

Alcohol affects a person's sight, especially at night. At night, the pupils open to let more light in so a person can see well. It takes about 1 second for the pupil to close when meeting an oncoming driver with bright headlights, and 7 seconds for the eye to recover after the light has passed. When a person drinks, this recovery time slows down drastically, leaving the driver dazed for a longer amount of time.

Alcohol also relaxes the small muscles in the eyes that focus the light, so the view ahead becomes fuzzy. It also interferes with the rod cells in the retina which function chiefly in dim light. A combination of seeing less clearly and responding more slowly after drinking makes it especially dangerous to drink and drive. Alcohol also upsets the muscular control of the eyeballs. The ability to judge distance is lost, and if a person consumes large amounts of alcohol, he/she may see double.

Test Your Skills

Barbara says, "Thanks for everything Steve. I'm heading home now."
Steve says, "Are you sure? You've had five Cosmopolitans. I'm worried about you getting home safely."
Barbara says, "I'll be fine. My normal limit is six. Any more than that and I'd be drunk. But five is ok."
Steve says, "Well, if you're sure you're alright."
Barbara says, "I'll be fine. Don't worry."
Steve says, "Ok then, have a good night."

Did Steve give the best response?

A) Yes Incorrect. Five drinks would put most females above the legal intoxication level for operating a vehicle. Steve should have been more forceful (but polite) with Barbara in arranging alternative transportation. He also could have offered her food to keep her in the establishment a little longer.

B) No Correct. Five drinks would put most females above the legal intoxication level for operating a vehicle. Steve should have been more forceful (but polite) with Barbara in arranging alternative transportation. He also could have offered her food to keep her in the establishment a little longer.

Designated Driver Programs

Designated driver programs promote the concept of designating a sober driver. Designated driver programs are simple. The only requirement is that people plan ahead and either select one person to refrain from drinking alcohol or arrange for a safe ride home. Designating a sober driver when people are going to be consuming alcohol is something that should always be practiced.

As a server of alcohol, you can call a taxi, friend, or family member of a customer who has had too much to drink. During the holiday season, some businesses will even pay cab fares for intoxicated persons.

Handling Aggressive Customers

By creating a fun and festive atmosphere, you can avert many problems and disturbances before they start. Occasionally though, you may have customers that become unruly, loud, or aggressive. Dealing with these disturbances effectively and non-emotionally will diffuse the situation quickly.

As a server of alcohol, you need to be prepared for handling aggressive or unruly customers. This can be a difficult, embarrassing, and sensitive process for you and the customer. The most important thing in any alcohol-related incident is to diffuse the situation as quickly and as calmly as possible. Remember, you want to create a safe and happy environment for your customers. You must do everything in your power to ensure that aggressive or abusive situations are handled professionally and with the utmost care.

You can use some or all of the techniques below to help diffuse the situation:

- Use non-threatening, clear language.
- Remain calm. Remove all emotion from your tone of voice and any verbal responses.
- Do not touch or physically intervene with the customer.
- Do not be judgmental or accusatory.

If you are unable to diffuse the situation early enough, the customer may become defensive. Defensiveness usually begins as an increase in aggressive behavior. A person becomes argumentative and verbally abusive and may call you names or make inappropriate remarks. At this stage, it is important that you make clear, simple, and direct statements that are non-threatening and explain the situation. Avoid further confrontation by removing any personal references. Do not let the customer entice you into a negative or disruptive argument.

If your actions do not diffuse the situation, or if you feel threatened in any way, you should notify your supervisor and law enforcement immediately. You should also make a note of the event in the incident log. The incident report should contain the relevant facts about the situation and any actions that were taken.

Test Your Skills

Jim says, "Hello young lady. Man you sure are HOT!"
Julie says, "Thank you. What can I do for you?"
Jim says, "I'd like another bourbon."
Julie says, "For your safety, I will not be able to serve you any more alcohol. Can I get you a coffee or

soda? It's on the house."
Jim says, "Maybe you misunderstood me. What I want is a bourbon."
Julie says, "I'm sorry sir, but I just can't serve you any more alcohol this evening."
Jim yells, "What is your name?! Alan, the owner of this bar, is a great friend of mine. If you don't get me that drink, I'll have you fired!"
Julie says, "Ok sir, please stop yelling. I'll get that drink for you right now."

Did Julie give the right response?

A) Yes Incorrect. If you determine that you must refuse service to a customer, you should immediately notify a supervisor. Once you notify the customer of your decision to refuse service, you must not back down from that decision. Remember, YOU can be held responsible for any alcohol-related incidents caused by your customers.

B) No Correct. If you determine that you must refuse service to a customer, you should immediately notify a supervisor. Once you notify the customer of your decision to refuse service, you must not back down from that decision. Remember, YOU can be held responsible for any alcohol-related incidents caused by your customers.

Unit Review

Let's review some of the key elements of this unit.

The four indicators of intoxication are:

1) Reduced inhibitions
2) Poor judgment
3) Slowed mental and physical reactions
4) Loss of motor skills and agility

All things being equal, a person with a high tolerance will have the same BAC as a person with a low tolerance. However, they may not display the same behaviors depending on their alcohol consumption experience level.

While you are observing your customers, keep mental notes rating them on their level of intoxication using the "Go, Slow, No" technique. Go, Slow, No is a simple way to categorize your customers based on their drinking behavior.

As a server of alcohol, you need to be prepared for handling aggressive or unruly customers.

Unit Quiz

You will now take the knowledge assessment for this unit. Once you complete the quiz, you will move forward to the next unit. Good luck!

Conclusion

Congratulations! You have completed the learning portion of SureSell™. You will now take a final exam to test your knowledge about responsible alcohol sales.

Prior to taking the final exam, you can review sections of the course by clicking the Outline icon in the lower, right corner of the course player, then selecting the section you wish to review. When your review is complete, use the Outline icon and click on Conclusion to return to this screen. From this screen you can press the play button to begin the final exam.

If you are ready to take the final exam now, press the play button.

17-60

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** **DATE OF EVENT**_____
HOURS OF EVENT _____

DATE PERMIT NEEDED January 1, 2018

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

1. **Owner (Applicant)** Biscuit Love Lillie Belle 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.**

See Attached

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?**

Biscuit Love Lillie Belle LLC

City of Franklin business account number 22467

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

132 3rd Ave. South

Phone number of the business (615) 557-6933

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

Name Sarah Worley

Drivers license # 099168293 **State** Tennessee

Date of birth 09/30/1980 **Soc. Sec. #** 169-66-3622

Home phone # ____ **Daytime phone #** (615) 830-1790

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.**

Na[redacted]

Ma

Cit

Day

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.

BL Franklin Real Estate, LLC

PO Box 120897 Nashville, TN 37212-0897

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** 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.**

Owner has a beer permit at two other restaurants.

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

Biscuit Love Brand LLC, 316 11th Ave S, Nashville TN 37203, food service, 12/14-present

Biscuit Love Truck, 300 4th Ave S #6, Franklin TN 37064, food service, 03/12-12/14

Gordon Food Service, PO BOX 1787, Grand Rapids, MI 49501, food service, 10/10-05/12

Apple Inc., 2126 Abbott Martin Road, Nashville TN 37215, retail sales, 10/08-10/10

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?** No

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.

Kara DeCo

Signature of Applicant/Owner (or Authorized Corporate Officer)

On behalf of: BISCUIT LOVE LILLIE BELLE LLC

Name of Business Entity

Sworn to and subscribed before me this 8th **day of** December, **20** 17

Meaghan P. Hudson

Notary Public

MEAGHAN P HUDSON
STATE OF TENNESSEE NOTARY PUBLIC
DAVIDSON COUNTY

My Commission Expires: 3-8-21

Official Use Only

Application Fee $ 250.00 **Date Paid** 12-13-17

Privilege Tax $ 100.00 **Date Paid** 12-13-17

Board Meeting Date 1, 9, 18

City of Franklin

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

DATE: 12-13-17

TO: POLICE CHIEF

FROM: CHRISTY MCCANDLESS, ACCOUNT MGMT SUPERVISOR

RE: RECORDS CHECK FOR APPLICATION FOR BEER PERMIT

BEER BOARD MEETING DATE 1-9-18

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

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

Name of Business Biscuit Love

Location of Business 132 3rd Ave S

Name of applicant Biscuit Love, Lillie Bella

[redacted]

Managing Ag

Drivers Licen

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

BISCUIT LOVE

RESPONSIBLE ALCOHOL SERVICE

Biscuit Love recommends that all guests be asked to show proper ID.
Beer in consumed on premise and not to be sold as a To-Go Item.

ACCEPTABLE FORMS OF IDENTIFICATION

Driver's 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 alcohol is 21.
- No person under 21 will be served alcoholic beverages.
- Employees must ID any one attempting to purchase alcohol.
- The sale of 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 manage 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 manage 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.

17-61

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** _____
  HOURS OF EVENT _____

DATE PERMIT NEEDED January 2017

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

1. **Owner (Applicant)** New Horizons of TN, LLC

   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.**

   SRM, Inc, New Horizons of TN, LLC
   Scott and Rose Mary Muirhead

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

4. **Under what trade name will this business operate?**

   Refine Men's Salon

   City of Franklin business account number 2018 92145

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

1844 W McEwen Drive, Suite 110 Franklin 37067

Phone number of the business 615-219-0188

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

[redacted]

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 RoseMary Muirhead **Title** Owner

Mailing Address 5007 Penbrook Drive

City, State, Zip Franklin, TN 37069

Daytime contact phone number 615-815-6125

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.

Drury Development Corporation
721 Emerson Road St. Louis, MO 63141

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.**

Rose Mary Muirhead
5007 Penbrook Drive Franklin, TN 37069

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

~~None~~ Previously held beer permit in name 1818 Fine Men's Salon

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

Owner/Operator: 1818 Men's Salon, now Refine Men's Salon

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

Salon

16. **Will a full course menu be served?** No

17. **Will separate and sanitary facilities be maintained for men and for women?** One restroom

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.

Rose Mary Muirhead

Signature of Applicant/Owner (or Authorized Corporate Officer)

On behalf of: Refine Men's Salon

Name of Business Entity

Sworn to and subscribed before me this 18 **day of** Dec. **, 20** 17

Laura Herman

Notary Public

LAURA GERMAN
STATE OF TENNESSEE NOTARY PUBLIC
WILLIAMSON COUNTY, TN

My Commission Expires: 01/09/2021

Official Use Only

Application Fee $ 250.00 **Date Paid** 12-18-17

Privilege Tax $ 100.00 **Date Paid** 12-14-17

Board Meeting Date 1.9.18

Beer Sales/Distribution Training Policy

ReFine Men's Salon

1844 W McEwen Drive

Suite 110

Franklin, TN 37067

1. No alcohol sales or distribution to ANYONE under the age of twenty-one.
2. Anyone wishing to consume alcohol must show a valid, photo ID.
3. No sale or distribution to anyone attempting to procure alcohol for someone underage.
4. No sale or distribution if the ID has been altered in any way.
5. The face on the ID must match the face of the customer.
6. No alcohol will be distributed except at the location specifically stated on the permit.
7. All employees will be required to sign a document stating that they have been given the training policy and understand and agree to abide by all requirements above.

City of Franklin

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

DATE: 12-18-17

TO: POLICE CHIEF

FROM: CHRISTY MCCANDLESS, ACCOUNT MGMT SUPERVISOR

RE: RECORDS CHECK FOR APPLICATION FOR BEER PERMIT

BEER BOARD MEETING DATE 1-9-18

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

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

Name of Business Refine Men's Salon

Location of Business 1844 W McEwen Dr #110

Name of applicant New Horizons of TN LLC

[redacted]

Managing A

Drivers Lice

Date of Birth

☐ Recom 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

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_____
HOURS OF EVENT _____

DATE PERMIT NEEDED _____

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

1. **Owner (Applicant)** Whole Foods Market Group, Inc.

   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.**

   Whole Foods Market Group, Inc. is wholly owned by Whole Foods Market, Inc. (WFMI) which is converting to an LLC in early Feb.

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?**

   Whole Foods Franklin

   City of Franklin business account number 15227

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

1566 West McEwen Drive, Franklin, TN 37067

Phone number of the business 615 · 550 · 5660

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

Nam

Drive

Date

Hom

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 Whole Foods Market **Title** Licensing Team

Mailing Address PO Box 684786

City, State, Zip Austin, TX 78768-4786

Daytime contact phone number _____

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.

T-C Southside at McEwen Retail LLC
PO Box 743014, Atlanta, GA 30384-3014

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.**

same as current owner

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

Applicant has TABC Retail Food Store licenses & beer permits in Franklin, Nashville, Memphis, Germantown, Knoxville & Chatt. in TN.

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

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

Retail food store

16. Will a full course menu be served? it is available

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

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.

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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: Whole Foods Market Group, Inc.
Name of Business Entity

Sworn to and subscribed before me this 19th **day of** December, **20** 17

_____

Notary Public

My Commission Expires: _____

JACOB CRESWELL
NOTARY PUBLIC
STATE OF ILLINOIS
MY COMMISSION EXPIRES
July 21, 2019

Official Use Only

Application Fee $ 250.00 **Date Paid** 12-21-17

Privilege Tax $ 100.00 **Date Paid** _____

Board Meeting Date 1, 9, 18

All Customer Service and Cash Handling Team Members

Policy for Beer & Wine Purchases

All Cashiers, or anyone else handling beer and wine purchases, must request a valid identification from any customer under the age of 30, attempting to make a beer/wine purchase.

Valid identification means it must be an unexpired, state issued with a picture, such as a driver's license, military ID, state issued identification card or passport. Student ID's are not valid in determining age.

Although it is often hard to tell the age of the purchaser, as a Cashier, it is **your** responsibility to make sure the person is of legal purchasing age, the identification is valid and the ID photo matches the purchaser. If at anytime you do not feel comfortable asking a customer for identification, you are not certain the identification is valid or you suspect the purchaser may be intoxicated, you should ask your Supervisor, ACSTL or CSTL to assist you. It is also a violation of the law to sell beer or wine to customers who appear to be intoxicated. Do not sell beer or wine to anyone making purchases for an intoxicated person. Be safe, not sorry!

Although the state law requires that a customer must be 21 years of age or older to make a beer/wine purchase, as a precautionary measure, at *Whole Foods Market*, **you are required to ask for an identification from any customer thought to be under age 30.** Signs will be posted in the Beer and Wine department and at our registers to remind our customers and you, how important it is to show a valid identification when making beer/wine purchases.

As a company, we are subject to significant fines and can potentially lose our license to sell beer/wine if we sell alcoholic beverages to minors, either intentionally or unintentionally. As a Cashier, by law, you **can and will** personally be held responsible, including fines, arrest and even jailed if you sell beer/wine purchases under the legal purchasing age, intentionally or unintentionally. Because this matter is so serious, **any Cashier who is shopped by the Department of Alcohol and Beverage Control, fails to require a valid identification and sells to someone under the legal purchasing age of 21, will be SEPARATED**. The choice to go to another department or receive a warning is not an option.

Your store leadership will be spot-checking to make certain everyone is following this policy. If you are not asking for identification from purchasers under 30, you will receive a verbal reminder followed by a written warning. Again, this is an important policy that we all must follow. It is for your protection, as well as our customers! Review the attached training materials for additional information.

Thanks for your cooperation!

Please sign below, confirming you have read and understand our policy. It will be placed in your file for future reference.

TM Signature TL Signature date

Beer / Wine Sales Procedures

Please review the Beer & Wine Carding Policy with your Team Leader and make sure that you understand it!

To enable you, the Cashier, to properly identify the correct age of a customer purchasing alcohol, a birth date **MUST be entered for all beer and wine purchases**. The following register procedure is to be done at the point of sale:

Register Procedure:

Request ID from customer (see valid forms on next page)
Scan the beer or wine item
The cashier will **NOT** be able to proceed past the prompt. (If you try to enter past the prompt you will see "B027 Sale Restricted"*. You will press CLEAR and scan the item again, and then put in the birth date. In other words, you cannot sell the item without putting in a birth date.)
Screen will display "B108 'ID CHECK NEEDED" and the name of the item scanned
Enter the (6) digit date of birth from the customer's ID (i.e. 042863)
If the customer is of legal age, the register will process the sale
If the customer is **UNDERAGE**, the screen displays 'B027 SALE RESTRICTED'. **Do not continue with the sale of alcoholic beverage to the customer! Call a supervisor for assistance.**
This transaction will allow you to correctly (and legally) process an alcoholic beverage sale in your store. If ant any time you are unsure that the customer's ID is legitimate, **CALL A SUPERVISOR**! Always look at the customer and the picture on the ID. Make sure that they are the same person!

Illegal Sales to Underage Persons

- □ No sales are permitted to under age persons, who are defined under most ABC laws as persons less than 21 years of age.
- □ Do not allow a person less than 21 years of age to possess or consume alcoholic beverages on the licensed premises.
- □ Do not sell alcoholic beverages to anyone, **even if they are of age**, which you know or believe is buying on behalf of an under-age person. **IMMEDIATELY CALL A SUPERVISOR FOR ASSISTANCE.**
- □ Selling or serving to an underage person may subject you to both criminal and administrative penalties

Determining Legal Age

In determining whether a customer is underage, you should first examine the general appearance and behavior of the person. If any doubts are present in your mind as to whether the purchaser is 21 or older, request identification (ID). Examples of acceptable forms of ID are a **valid driver's license, armed forces ID card, passport or visa; a special ID card issued by a state Department of Motor Vehicles; or any valid ID issued by a federal or state agency. A STUDENT ID is not valid** in determining age. All valid forms of ID must contain a photograph and signature of the subject, along with height, weight and date of birth. An ID with an expired date is not acceptable.

Checking IDs

Be aware that the use of false IDs by underage persons is a widespread and serious problem for all licensees. The three types of false IDs are:
Altered ID: This type of ID has been physically changed after it was issued. Typically only the birth date and year are altered.

Counterfeit ID: This type of ID may appear valid, but it is totally fraudulent. Common counterfeits include birth certificates, driver's licenses, and ID cards.
Someone else's ID: In this case the ID is authentic, but it does not belong to the person presenting it. In determining whether the ID is authentic, you should examine it closely and look for any erasures, smudges, or misaligned letters and numbers. Carefully examine the picture to make sure it matches the person using it. Ask the person questions about the information on the ID such as address and birth date. It is also a good idea to request a second ID if you doubt the authenticity of the first one. If you have any doubts about a person's age after examining their ID, do not make the sale.

Alcoholic Purchases Information

Violations of ABC Laws and Penalties
Violations or suspected violations may be reported to the ABC Department (or other oversight agency) by Special Agents, police officers, or any concerned citizen.
Penalties for Underage Purchase
State law may provide penalties for underage persons who use false IDs in attempting to purchase alcoholic beverages. This is a may be misdemeanor offense (depending on the state and/or jurisdiction) and carries a fine, community service, or suspension of the offender's driver's license for up to one year. Licensees should be aware that they may (depending on the jurisdiction) be immune from being penalized by the ABC Board if they promptly notify the Board or other law enforcement officers whenever they suspect an under-age person has used or attempted to use a false ID to purchase alcoholic beverages in their establishment.

Valid Forms of ID:

- **Must be non-expired state or government issued**
- **Driver's license**
- **Non-driver's Identification card**
- **Military ID**
- **Passport**
- **Visa**

Intoxicated Customers

Do not sell or serve alcoholic beverages to intoxicated persons, or allow someone else to purchase alcoholic beverages for intoxicated persons.
Do not allow an intoxicated person to consume or possess alcoholic beverages on the premises of your business.
Do not allow an intoxicated person to loiter on the premises of your business.
Violating any of the above laws may expose you to both criminal and administrative penalties.

Signs of Intoxication

It is the responsibility of the licensees and their employees to make sure that no one is allowed to become intoxicated on the licensed premises, and that anyone who enters the establishment in an intoxicated condition not be allowed to purchase or consume alcoholic beverages. Licensees and their employees should look for warning signs when identifying intoxicated persons including:

Impaired vision or speech
Lack of concentration
Clumsy actions such as difficulty in walking or holding a drink
Difficulty in lighting a cigarette
Red or watery eyes
Disoriented appearance
Person is overly loud or friendly
Person is overly quiet

Please remember that as a cashier, it is not within your responsibilities to handle a customer who appears to be intoxicated. Immediately call a supervisor or Store Leadership for assistance with the situation.

STATE OF TENNESSEE
ALCOHOLIC BEVERAGE COMMISSION
226 CAPITOL BOULEVARD BUILDING, SUITE 300
NASHVILLE, TENNESSEE 37243-0755

PHONE 615.741.1602

FAX 615.741.0847

ANNUAL REPORT FORM

Name of Beer Board: City of Franklin

Reporting Year: 2017

Address: 109 Third Ave S, Ste 141, Franklin TN 37064

Contact Person: Christy McCandless

Phone Number 615-550-6701 Email: christym@franklintn.gov

Please complete all of the following questions.

1) Total number of beer permits issued for **off premises** consumption: 72

2) Total number of violations for sale of beer to a person under 21 years of age: NONE

a) How many violations were the result of a "sting" operation? N/A
*please see T.C.A. § 39-15-413 for the definition of "sting"

b) How many violations occurred at an establishment participating in the responsible vendor program?
N/A

c) If a "sting" was conducted at a responsible vendor, how many persons under 21 years of age were successful in making the purchase? N/A

d) List name of the licensee or permit holder where each violation occurred:
(attach additional sheets if necessary)
N/A

e) List the specific penalty imposed by the beer board for each violation listed above:
(attach additional sheets if necessary)
N/A

(f) Other than sales to a person under the age of 21, how many other violations occurred?
N/A

(i) Please list types of violations that occurred other than sales to a person under 21 years of age: (attach additional sheets if necessary)
N/A

This report is required to be filed with the Tennessee Alcoholic Beverage Commission pursuant to T.C.A. § 57-5-605. **Report must be filed by February 1st**