

**Finance & Administration Committee Meeting**  
**July 16, 2024**  
**4:00 p.m.**

- 1 RFP – Newman Property
- 2 Paving Project
- 3 Discussion – Ordinance 1777 (Alcoholic Beverages)

**RFP**  
**July 9, 2024 2:00 p.m**

[illegible]



**The City of Covington  
Attn: Jason Fleming  
200 W. Washington Avenue  
Covington, TN 38019**

**RE: Surplus Property Sale  
Cobb Parr Park – Newman Extension  
Tax Parcel Number: 041 023.00**

In response to your Request for Proposal, it is with great excitement that we present the following:

**Company Name:** Renaissance Developments, LLC

**Company Representative:** Douglas C. Swink

**Mailing Address:** Renaissance Professional Park - 3157 Highway 64, Suite 200, Eads, TN 38028

**Email Address:** [DSwink@rendevco.net](mailto:DSwink@rendevco.net)

**Phone Number:** Office – 901.466.4101 / Cell – 901.826.2700

**Qualifications:** The principles of Renaissance Developments have generations of practical experience and institutional knowledge in real estate development and the management of growth for communities in west Tennessee. We have been instrumental in the development and management of growth for a large part of north Germantown, north Collierville, and western Fayette County. Currently, we have land development projects in Bartlett, Lakeland, Arlington, Hickory Withe, Oakland, Rossville, Collierville, and Germantown. Renaissance Developments is part of the larger Renaissance Family of Companies which is a vertically oriented group of companies focused on real estate development, under the same ownership, which includes the following licensed professions: Land Surveying, Civil Engineering, Civil Planning, Civil Contracting, and Real Estate Agency. It is through the cohesive blending of these various professions that allows Renaissance Developments the interdisciplinary expertise to deliver high quality real estate developments that are sensitive to the community and the environment while providing quality design expertise, innovative packaging, and the ability to attract and retain quality buyers.

**Written Description of the Proposed Style of Development:** It is our desire to create a sustainable village within the larger Village of Covington that is both sensitive to the existing neighbors and blends into the natural environment while providing quality attainable housing for the current and future residents of Covington. Our plan of development would adhere to the natural topography of the site through the discipline of gently sculpting the landscape to accommodate nodes of various housing types. Respecting the natural landform allows us to preserve in perpetuity the majority of the quality natural features of the site - which include streams, riparian buffers, mature woodlands, wildlife corridors / habitat, and scenic viewsheds.

Covington is expected to experience significant growth due to Blue Oval City, and undoubtedly new development will focus to the southeast of town along Highways 59 and 179 to be in closer proximity to the Ford Plant as well as the new Crestview Elementary and Middle School, Tipton Christian Academy, and the Covington Country Club. Note: we are currently in the planning process for a large-scale Master Planned Community on Highway 179. We feel that it is important for new development and quality housing to be constructed within the heart of Covington to serve both existing residents and to invite new residents to live in closer proximity to the many assets and benefits that the heart of Covington has to offer. The Cobb Parr Park – Newman Extension property is perfectly positioned for this purpose as it offers immediate access to the many amenities of the existing park as well as being within walking / bicycle distance of the historic Court Square and the other businesses and churches in the area.

It is our intent for this new village to incorporate a variety of housing types to fit the various lifestyles of the future residents. The variety of housing types contemplated are as follows:

- Larger single family detached homes along West Liberty Avenue to blend in with the existing homes along West Liberty Avenue – matching the existing setbacks from the road.
- Traditional front-loaded single family detached homes offering spacious backyards.
- Traditional rear loaded (alley) single family detached homes – some of which the front porches face directly onto parks and common open space.
- Traditional rear loaded (alley) single family attached townhomes / brownstones – most of which front directly onto common open space or courtyards.
- Traditional Cottages (some being paired) - being one, two and three bedroom cottages with front porches and small private outdoor living areas.
- Traditional multi-family homes.

We believe that successful village building is the careful blending of the above referenced housing types such that there is a cohesiveness of the community intertwined with the natural features of the site and the newly created social gathering areas. Our intent is to create a people centric village by incorporating an interconnected pedestrian trail system throughout the village – which provides access via walking or bicycling to the numerous social gathering areas scattered throughout the village and the many amenities of the surrounding Cobb Parr Park. These same trails will be designed to also allow pedestrian or cyclist access to Cobb Parr Park from the greater surrounding neighborhoods – particularly the area north of West Liberty Avenue.

It is our goal to reach sufficient density within the village to allow us to amenitize the village with a small neighborhood support commercial area, community club house and mail / package center, community pool, and other feasible amenities and activities. The design principles of the interconnected trail system would allow for the village residents to reach any of the community amenities within a 3 minute walk – making it more convenient to walk rather than drive.

It is our desire to work closely with the leadership in Covington and Tipton County to utilize any opportunities to reduce the cost of development so that we can offer some of the same products being offered in the new Master Planned Developments to the southeast of Town, but at a lower price – creating an incentive for new residents to join existing residents in living within the heart of Covington.

We look forward to sharing our conceptual plan of development.

Sincerely,

A handwritten signature in blue ink, appearing to read "Douglas C. Swink", is written over a horizontal line.

Douglas C. Swink

# Proposal

## CLIMER PAVING, LLC

P.O. BOX 446 \* BELLS, TENNESSEE 38006

731-663-3242 731-663-3266

TOLL FREE 1-800-273-3876

FAX 731-663-3008

sales@climerpaving.com

PROPOSAL SUBMITTED TO		PHONE	DATE
City of Covington		901-237-8165	6/6/2024
		CONTACT	
		David Gray	
Email: dgray@covingtontn.com			
We hereby submit specifications and estimates for:			
<b>2" asphalt on rock</b>			
623 sq yds	Front of Ritz Theater		\$8,625.00
2417 sq yds	Beside Ruffin Theater		\$35,125.00
	Includes 33C		
<b>Mill 2" and pave 2"</b>			
11250 sq yds	Witherington Drv	Railroad to Rialto Rd	\$203,025.00
<b>Mill 1 1/2" and pave 1 1/2"</b>			
1645 sq yds	East Pleasant	Brick walk to Maple	\$26,637.00
999 sq yds	Maple St	East Pleasant to Washington St	\$16,245.00
Haul off all waste			
If Accepted, sign, date and return a copy to above address.			
We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:			
		dollars	\$289,657.00
Our policy is Total Due Upon Completion			
All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.		AUTHORIZED SIGNATURE	
		Troy Clement	
		Note: This proposal may be withdrawn by us if not accepted within 30 days.	
Acceptance of Proposal		The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.	
Date of Acceptance		Signature	
X		X	
		Signature	

## ORDINANCE 1777

AN ORDINANCE TO DELETE IN ITS ENTIRETY THE TEXT OF THE COVINGTON MUNICIPAL CODE, (ALCOHOLIC BEVERAGES) TITLE 8, CHAPTER 1 AND 2 AND REPLACE IT WITH THE FOLLOWING.

WHEREAS, the Board of Mayor and Alderman has deemed it necessary, for the purpose of promoting the health, safety, prosperity, morals and general welfare of the City to amend The Covington Municipal by amending Title 8, Chapter 1 and 2; and adding Chapter 3 and,

WHEREAS, the Board of Mayor and Alderman have discussed and reviewed the above stated proposed deletion, replacement and addition; and,

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMAN OF THE CITY OF COVINGTON:**

**SECTION 1.** That Title 8, Chapter 1 and 2 shall be deleted in their entirety and replaced with the following attached,

**SECTION 2.** That the following attached Title 8, Chapter 3 be added.

**SECTION 3.** BE IT FURTHER ORDAINED that this Ordinance shall become effective immediately upon its passage after third and final reading, this ordinance shall take effect from and after its passage, the welfare of the City requiring it.

Passed First Reading \_\_\_\_\_

Passed Second Reading \_\_\_\_\_

Public Hearing \_\_\_\_\_

Passed Third Reading \_\_\_\_\_

\_\_\_\_\_

Mayor

\_\_\_\_\_

Recorder-Treasurer

## TITLE 8

### ALCOHOLIC BEVERAGES<sup>1</sup>

#### CHAPTER

1. INTOXICATING LIQUORS.
2. BEER.
3. WINE IN RETAIL FOOD STORES.

#### CHAPTER 1

### INTOXICATING LIQUORS

#### SECTION

- 8-101. Alcoholic beverages subject to regulations.
- 8-102. Scope of chapter.
- 8-103. Definitions.
- 8-104. Classes of permits.
- 8-105. Restrictions.
- 8-106. Certificate of compliance.
- 8-107. Inspection fees.
- 8-108. Advertisement of alcoholic beverages.
- 8-109. Specific rules governing manufacturing.
- 8-110. Specific rules governing retail package stores.
- 8-111. Specific rules governing on-premises consumption.
- 8-112. Specific rules governing restricted retail business.
- 8-113. Display of licenses.
- 8-114. Brown bagging prohibited.
- 8-115. Prohibition against sale to intoxicated person or persons accompanied by an intoxicated person
- 8-116. Penalties.

**8-101. Alcohol beverages subject to regulations.** It shall be unlawful to engage in the business of selling, storing, transporting or distributing, or to purchase or possess alcoholic beverages within the corporate limits of the City of Covington as provided by *Tennessee Code Annotated*, title 57.

**8-102. Scope of chapter.** This chapter shall govern the manufacture of intoxicating liquor, retail package stores, retail food stores, restricted retail business and on premises consumption (liquor by the drink) of alcoholic beverages in the City of Covington. Nothing in this chapter regulates the distribution, possession, receipt of sale, storage, tax upon, or transportation upon any beverage of alcoholic content of five (5%) percent by weight or less, and no ordinance related thereto is modified by this chapter.

existing

**8-103. Definitions.** The following words, terms, and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

(1) "Alcoholic beverage" or "beverage" means and includes all alcohol, spirits, liquor, wine, high alcohol content beer and other liquids included in the definition of "alcoholic beverage" contained in Tennessee Code Annotated,

§ 57-3-101(a), as the same may be amended, supplemented, or replaced.

(2) "Certificate" or "certificate of compliance" means the certificate required pursuant to Tennessee Code Annotated, §§ 57-3-208 or 57-3-806, as the same may be amended, supplemented, or replaced, and subject to the provisions set forth in this article for issuance of such a certificate.

(3) "License" means a license issued by the alcoholic beverage commission of the state pursuant to Tennessee Code Annotated, §§ 57-3-204 or 57-3-803, as the same may be amended, supplemented, or replaced, provided that the issuance of licenses shall be subject to the restrictions set forth in this article.

(4) "Licensee" means any person to whom a license has been issued.

(5) "Majority owner" means any person who owns fifty-one percent (51%) or more of the business.

*amended 7/24*  
(6) "Manufacturer of intoxicating liquors" means and includes a brewer of high alcohol content beer, distiller, vintner and rectifier.

(7) "Near" means any portion of the property containing the business, any portion of another property which adjoins the property containing the business, or any portion of another property which is located within two hundred feet (200') of the property which contains the business.

(8) "Retail sale" means a sale to a consumer or to any person for any purpose other than for resale.

(9) "Retail food store" means an establishment which is eligible for the issuance of a retail food store wine license by the alcoholic beverage commission of the state, pursuant to Tennessee Code Annotated, title 57, chapter 3, part 8.

(10) "Retail liquor store" or "retail package store" means any business which is required to have a license for the retail sale of alcoholic spirituous beverages, including beer and malt beverages, under the provisions of Tennessee Code Annotated, title 57, chapter 3, part 2.

(11) "Wholesale" means a sale to any person for purposes of resale, except those sales by a person licensed under Tennessee Code Annotated § 57-3-204 to a charitable, nonprofit, or political organization possessing a valid special occasion license for resale by such organizations pursuant to their special occasion license shall not be construed as such a sale.

(12) "Wholesaler" means any person who sells at wholesale any beverage for the sale of which a license is required under the provisions of Tennessee Code Annotated, title 57, chapter 3.

(13) "Wine" means the product of the normal alcoholic fermentation of the juice of fresh, sound, ripe grapes, as further defined by Tennessee Code Annotated, §§ 57-3-101 and 57-3-802, as the same may be amended, supplemented, or replaced.



**8-104. Classes of permits.** It shall be unlawful for any corporation, firm, partnership, or person to distribute, sell, or manufacture any intoxicating liquor without first making an application to and obtaining a permit from the City of Covington. This application shall be made to the Recorder-Treasurer on such form as the City shall prescribe and shall be accompanied by a non-refundable deposit as currently adopted in the administrative ordinance. Each applicant shall be of good moral character and certify that he has read and is familiar with the provisions of this chapter.

There shall be three (3) classes of permits issued by the Board of Mayor and Alderman.

**Class A.** A manufacturer's permit to any association, corporation, firm, partnership, or person engaged in the manufacture of intoxicating liquors to distribute, manufacture, possess, sell, store, and transport the product of the manufacturer.

**Class B.** A retail package store, retail food store where the beverages are not to be consumed by the purchaser or other persons upon or near the premises of such seller.

**Class C.** An on-premises consumption (liquor-by-the-drink), restricted retail business license where when legally permitted by any association, corporation, firm, partnership, or person engaged in the sale of intoxicating liquors for consumption on the premises.

**8-105. Restrictions.**

(1) **Zoning.** It shall be lawful to distribute, manufacture, sell, give away or store for resale intoxicating liquors in the City of Covington provided that permits authorized under this chapter shall be issued for locations that are zoned as follows:

Class A permits: Zoning district M-1, M-2, and B-4.

Class B permits: Zoning districts B-2.

Class C permits: Zoning districts B-2, B-3, and B-4.

(2) **Proximity restrictions.** No retail package store or retail food store shall be permitted except in the zoning districts listed above. No retail package store or retail food store shall be allowed when it is two hundred feet (200') or nearer to any school, residence, church, or other place of public gathering. The distance shall be measured in a straight line from the nearest corner of each structure. If any property applying for a retail liquor license shall be contiguous to another property classified as a school, residence, church, or other place of public gathering, but meets the distance requirement of two hundred feet (200') feet, then before the permit may be issued, a solid fence of eight feet (8') in height must be erected and properly maintained along the adjoining property line at the expense of the applicant for the retail liquor license. The fence shall be substantially opaque and serve as a visual barrier between the adjoining properties. The fence shall be constructed of masonry, durable hardwoods, or a combination of masonry and durable woods.

(3) **Hours of sale for alcoholic beverages.** No retail package store, retail food store, shall sell, give away, or otherwise dispense alcoholic beverages except between the hours of eight a.m. (8:00 a.m.) and eleven p.m. (11:00 p.m.) on Monday through Saturday and between ten a.m. (10:00 a.m.) and eleven p.m. (11:00 p.m.) on Sunday. No retailer shall sell, give away any alcoholic beverages on Easter, Thanksgiving, or Christmas.

(4) **Inspection.** The Police Chief or his/her designee shall have the right to inspect the premises of any licensee under this chapter any time the building is occupied.

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**8-106. Certificate of compliance.** A certificate of compliance is required for all retail package stores, retail food stores, and restricted retail businesses prior to the issuance of a license by the state alcoholic beverage commission.

**(1) Requirements.**

(a) An application for certificate of compliance must be submitted by all owners, partners, stockholders, or directors of the store, whether same is a firm, partnership or corporation and the failure to reveal the financial interest of any person or corporation shall be grounds for the denial of the certificate of compliance and/or the revocation of the certificate of compliance. No applicant shall apply individually, as a member of a partnership, nor as a stockholder, officer, or director on more than one (1) application, nor hold more than one (1) permit at the same time.

(b) A copy of each application form, questionnaire, partnership agreements or any other form of material required to be filed with the State of Tennessee Alcoholic Beverage Commission in connection with this same application, shall be attached to the city application form and shall become a permanent part thereof as if copied verbatim therein. The Recorder-Treasurer shall review the applications and notify the applicants and the Board of Mayor and Aldermen of any errors and insufficiencies based on the application. The application shall be signed and verified as to all owners, partners, stockholders, directors, or otherwise and shall reflect the names of all persons having any financial interest in and to the proposed liquor store. No sale, transfer, or gift of any interest of any nature, either financial or otherwise, shall be made without first obtaining a permit from the City of Covington and the State of Tennessee Alcoholic Beverage Commission.

**(2) Issuance.** Before any certificate as required by Tennessee Code Annotated. §§ 57-3-208 and 57-3-806 or a renewal as required by § 57-3-213 shall be signed by the Mayor an application in writing shall be filed with the Recorder-Treasurer on a form to be provided by the City, giving the following information:

(a) Name, age and address of the applicant.

(b) Number of years residence at applicant's address.

(c) Occupation or business and length of time engaged in such occupation or business.

(d) Each applicant or officer must obtain and submit with the certificate a local and national criminal history record obtained from a third party using a multistate criminal records locator or other similar commercial nationwide database with validation. A criminal history record that indicates that the applicant or officer has not been convicted of a felony within the immediately preceding ten-year period.

(e) The location of the proposed store for the sale of intoxicating liquors and verification that said location complies with all restrictions of any local law, ordinance duly adopted by the local jurisdiction, as to the location of the business.

(f) The name and address of the owner of the property.

(g) If the applicant is a partnership, the name, age and address of each partner, and his occupation, business, or employer. If the applicant is a corporation, the name, age and address of the stockholders and their degrees of ownership of stock in the corporation.

The information in the application shall be verified by the oath of the applicant. If the applicant is a partnership or a corporation, the application shall be verified by the oath of each partner, or by the president of the corporation.

(3) Filing and processing. All applications submitted in accordance with this chapter shall be filed with the Recorder-Treasurer at least fourteen (14) days prior to a regular meeting. The Board of Mayor and Aldermen shall receive the applications and take appropriate action in accordance with this chapter.

(4) Investigation fee. All applications for issuance of a certificate of compliance shall be accompanied by a non-refundable fee as adopted in the current Administrative Ordinance.

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(5) Certificate approval. A certificate of compliance shall be authenticated as any other ordinance of the Board of Mayor and Aldermen if the Board of Mayor and Aldermen, while in session, shall find that the applicant fulfills the following requirements:

The applicant or applicants who are to be in actual charge of the business are of good moral character and are personally known to the Board of Mayor and Aldermen, or it is found that the applicant's general character is good.

The applicant has not violated any of the provisions of this chapter or the laws of the State of Tennessee and of the United States which regulates the control of intoxicating liquors, within ten (10) years prior to the date of this application.

The applicant has not been convicted of a felony within ten (10) years prior to the date of application.

In the opinion of the Board of Mayor and Aldermen the applicant is not likely to violate the law regarding sales of alcoholic beverages.

The applicant or applicants meets all the other requirements of this chapter.

Should the Board of Mayor and Aldermen fail to grant or deny the certificate within sixty (60) days of the filing of the application with the Recorder-Treasurer, the certificate shall be deemed as granted under Tennessee Code Annotated, §§ 57-3-208 or 57-3-806.

(6) Renewal of certificate. A certificate issued under this chapter remains valid unless there is a change of ownership or location. If either of these events occurs, a new certificate must be obtained.

(7) Applicant to agree to comply with laws. The applicant for a certificate or good moral character shall agree in writing to comply with the federal, state, and local laws of the City of Covington. Also, the rules and regulations of the Alcoholic Beverage Commission of the state for sale of alcoholic beverages.

#### **8-107. Inspection fees.**

(1) Inspection fee. The City of Covington hereby imposes an inspection fee in the maximum amount allowed by TCA § 57-3-501 on all licensed retailers of alcoholic beverages located within the corporate limits of the City.

Collection by wholesaler from retailer. The inspection fee shall be collected by the wholesaler from the retailer at the time of the sale or at the time the retailer makes payment for delivery of the alcoholic beverages.

Fees to be held until paid to city. Every such wholesaler shall hold the fees imposed under the authority of this section until paid to the City of Covington as hereinafter provided.

Monthly report and payment. Each wholesaler making sales to retailers located within the corporate limits of the City of Covington shall furnish the City of Covington a report monthly, which report shall contain the following:

(a) The name and address of the retailer.

(b) The amount of tax due under this section and such other information as may be required by the Recorder-Treasurer.

(c) The wholesale price of the alcoholic beverages sold to such retailer.

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The monthly report shall be furnished to the Recorder-Treasurer not later than the twentieth (20th) of the month following which the sales were made; and the inspection fees collected by the wholesaler from the retailers located within the city shall be paid to the City of Covington at the time the monthly report is made.

Wholesalers collecting and remitting the inspecting fee to the City of Covington shall be entitled to reimbursement for this collection service a sum not to exceed five percent (5%) of the total amount of inspection fees collected and remitted such reimbursement to be deducted and shown on the monthly report to the city.

(2) Failure to report and remit fees. Each wholesaler who fails to collect and/or remit the inspection fee imposed hereunder shall be liable in addition to the tax for a penalty of ten percent (10%) of the fee due to the city which shall be payable to the city. The City of Covington shall have the authority to audit the records of all wholesalers subject to the provisions of this section in order to determine the accuracy of the monthly report.

(3) Disposition of fee. The Recorder-Treasurer shall deposit all funds collected hereunder in the general fund.

OK 8-108. Advertisement of alcoholic beverages. All advertisements of the availability of liquor for sale by those licensed pursuant to *Tennessee Code Annotated*, title 57, chapter 4, shall be in accordance with the rules and regulations of the Tennessee Alcoholic Beverage Commission.

**8-109. Specific rules governing manufacturing.**

(1) A manufacturer's license issued or renewed under this section shall also allow such manufacturer to sell at retail on the licensed premises of the manufacturer products that are manufactured on the manufacturer's premises: provided, that no more than five gallons (5 gal.) or one-sixth (1/6) of a barrel of its products may be sold to anyone (1) individual per visit to the premises.

(2) The manufacturer may serve samples of the product manufactured or distilled at the premises to any person of legal drinking age with or without cost or may include such samples as part of a tour of the manufacturers or distiller's premises available to the public with or without cost. Such samples may be made available at any location on the manufacturing premises permitted by federal law. The manufacturer shall disclose to the Tennessee Alcoholic Beverage Commission and the City of Covington the location where samples are available.

(3) The hours of sale for the manufacturer to sell products at retail shall be between the hours of eight (8:00) A.M. and eleven (11:00) P.M. on Monday through Saturday and between ten (10:00) A.M. and eleven (11:00) P.M. on Sunday.

**8-110. Specific rules governing retail package stores.**

(1) Store requirements. No retail liquor store shall be located except on the ground floor, and it shall have one (1) main entrance opening on a public street, and such place of business shall have no other entrance for use by the public except as hereinafter provided. When a retail store is located on the corner of two (2) streets, such retail store may maintain a door opening on each of the public streets. In addition, to the fullest extent consistent with the nature of the establishment, full, free, and unobstructed vision shall be afforded from the street and public highway to the interior of the place of the sale or dispensing of alcoholic beverages there sold or dispensed. Said building shall be of a permanent type of construction and no store shall be located in a mobile home or other moveable type building.

(2) The store shall have night lighting surrounding the outside of the premises of at least two (2) foot candles, shall be equipped with a monitored burglar alarm system and panic alarm system on the inside of the premises, shall be equipped with an operating twenty-four (24) hour color video recording system on the inside and outside of the premises, and shall be of a minimum size of one thousand (1,000) square feet.

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OK (3) Residency requirement. No association, corporation, firm, partnership, or person may obtain a retail liquor license unless the majority owner is a citizen of the United States of America and has been a full-time resident of Tipton County, Tennessee for a minimum of two (2) years. The majority owner of the liquor license must submit to the City of Covington proof of residency on an annual basis. If the majority owner moves out of the corporate established boundaries of Tipton County, he must notify the city immediately and surrender his license. The residency requirement does not apply to any applicant who has been continuously licensed pursuant to § 57-3-204 for seven (7) consecutive years.

OK (4) Government employees are prohibited from obtaining permits. No person, member of a corporation, firm, or partnership shall operate a retail store for the sale of alcoholic beverages herein defined if he is a holder of a public office, either appointed or elected, or who is a public employee of either a national, state, county, or city government except uncompensated appointed members of boards of commissioners who have no duties covering the regulation of permit holders under this chapter. It shall be unlawful for any such person to have any interest in such retail business directly or indirectly, either proprietary or by means of any loan, mortgage, or lien, or to participate in the profits of any such business.

OK (5) Employees. No retailer shall employ in the distribution, sale, or storage of alcoholic beverage any person who, within ten (10) years prior to the date of his employment, shall have been convicted of a felony or of any law regulating intoxicating liquors, controlled substances, or moral turpitude and in case an employee should be so convicted after becoming employed he shall immediately be discharged.

OK (6) Transfer or sale of license prohibited. The holder of a license may not sell, assign, or transfer such license to any other person, and the license shall be good and valid only for twelve (12) months from the issuance and at the location specified in the license.

OK (7) Undisclosed interest prohibited. It shall be unlawful for any person to have ownership in or to be a director, officer, partner, or stockholder, or to participate directly or indirectly in the profits of any business for which a license is granted hereunder, unless his interest in the business and the nature, extent and character thereof shall appear on the application; or if the interest is acquired after the issuance of the license unless it shall have been fully disclosed in writing by supplement to the application filed with the commissioner of finance and revenue and approved in writing by him before such interest is acquired. Where such interest is owned by any person on or before the application for a license, the burden shall be upon such person to see that this section is fully complied with, whether he, himself, signs or prepares the application, or whether the same is prepared by another; or if such interest is acquired after the issuance of the license, the burden of the required disclosure of the proposed acquisition of the interest shall be upon both the seller and the purchaser.

(8) Limitation on number of retail package stores. There shall be no limit on the number of retail package stores.

(9) Retail package store and beer permit. Beginning July 1, 2024, a retail licensee holding a license under § 57-3-204 shall be permitted to sell at retail beer and other malt beverages, subject to the restriction in § 57-3-806. No permit or license other than the license issued pursuant to § 57-3-204 shall be required for the licensed retailer to engage in such sales beer and other malt beverages and the issuer of that license has the authority to enforce any laws related to such sales.

**8-111. Specific rules governing on-premises consumption.**

(1) Before any person shall engage in the sale of alcoholic beverages, a privilege license must be obtained from the Recorder-Treasurer. There shall be a fee as currently adopted in the administrative ordinance for said license. The Recorder-Treasurer shall not issue said license until the applicant has qualified as the licensee under the state statutes and state rules and regulations and has exhibited to the Recorder-Treasurer the state retailer's license issued to the applicant by the Alcohol Beverage Commission.

(2) It shall be unlawful for any person to engage in the retail sale of alcoholic beverages for on-premises consumption in the City of Covington without having first obtained a permit evidencing payment of the aforesaid privilege fee which shall be renewed annually.

(3) A restaurant with an on premises consumption (liquor by the drink) license shall: be a public place kept, used, maintained, and held out to the public as a place where meals are served and where meals are actually and regularly served; sleeping accommodations are not provided; supplied with adequate and sanitary kitchen and dining room equipment; seating capacity of at least forty (40) tables; employing a sufficient number and kind of employees to prepare, cook and serve suitable food; open at least three (3) days a week with the exception of holidays, vacations and redecorating; more than fifty percent (50%) of the gross revenue of the restaurant is generated from serving meals.

(4) Pursuant to the Fresh Start Act, no person having an interest in an on-premises consumption (liquor by the drink) license may have been convicted of a crime which directly relates to the business of alcoholic beverage sales.

(5) No entity holding a liquor by the drink license shall employ any person to serve beer, wine or other alcoholic beverages that does not possess a server permit from the Alcohol Beverage Commission. That permit must be on the person of such employee, or on the premises of the licensed establishment subject to inspection by the ABC or its duly authorized agent.

**8-112. Specific rules governing restricted retail business licenses.**

Restricted retail business means a retail business that is: a barbershop licensed by the board of cosmetology and barbering; a cosmetology shop licensed by the board of cosmetology and barbering; or a cigar bar.

(1) Provides food service for patrons

(2) Has no more than twenty (20) seats for food service patrons; and

(3) Sells alcoholic beverages for consumption of premises in an amount the sales from which do not exceed fifteen percent (15%) of the retail business's annual gross sales.

(4) Shall not sell or give away alcoholic beverages, malt beer, or wine between the hours of ten (10:00) p.m. and eight (8:00) a.m.

(5) The sale or distribution of wine, beer, liquor, or any alcoholic beverages or drugs on premises of a cosmetology, manicuring, or aesthetics establishment that is not licensed as a restricted retail business, as defined in § 57-4-102, by the Tennessee alcoholic beverage commission is prohibited, provided, that wine, beer, liquor, or alcoholic beverages may be served to a patron without a charge, but no such beverages may be served to a patron who is intoxicated or believed to be intoxicated.

**8-113. Display of licenses.** Persons granted licenses to carry on any of the

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businesses or undertakings contemplated by this chapter shall, before being qualified to do business, display and post such licenses at all times in a conspicuous place on the premises of such licenses.

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**8-114. Brown bagging prohibited.** No owner, operator or employee of any restaurant, club, or any other business of every kind and description, shall permit or allow any person to open, or to have open, or to consume inside or on the premises a bottle, can, flask or container of any kind or description, of alcoholic beverages without obtaining a permit, from the State of Tennessee Alcoholic Commission, allowing liquor by the drink.

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**8-115. Prohibition against sale to intoxicated persons or persons accompanied by an intoxicated person.** No licensee permitted under this chapter shall sell any alcoholic beverages to any person who is visibly intoxicated, or to any person accompanied by a person who is visibly intoxicated.

*from  
Town  
of Atoka*

**8-116. Penalties.** The license holders are responsible at all times for the conduct of their business and are at all times directly responsible for the conduct of all employees. Any violation of any section of this chapter, upon conviction, shall be punished according to Tennessee Code Annotated, § 57-3-412. The Board of Mayor and Alderman, at the time it imposes a revocation or suspension request to the Alcoholic Beverage Commission, may offer a permit holder the alternative of paying civil penalty not to exceed two thousand five hundred dollars (\$2,500.00) for each offense. If a civil penalty is offered as an alternative to revocation or suspension, the license holder shall have seven (7) days within which to pay the civil penalty before the revocation or suspension request is sent to the alcoholic beverage commission.

7-12-24

## Chapter 2

### BEER<sup>1</sup>

#### SECTION

- 8-201. Beer board established.
- 8-202. Meetings of the beer board.
- 8-203. Record of beer board proceeding to be kept.
- 8-204. Requirements for beer board quorum and action.
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- 8-214. Legal hours of sale.
- 8-215. Brown bagging prohibited.
- 8-216. Prohibition against sale to intoxicated persons or persons accompanied by an intoxicated person.
- 8-217. Suspension and revocation of beer permits.
- 8-218. Penalties.
- 8-219. Effect of board action.

existing

**8-201. Beer Board established.** There is hereby established a Beer Board to be composed of the Board of Mayor and Aldermen. The Mayor shall be the chairman of the Beer Board and shall be entitled to vote on all matters coming before the Beer Board. (Ord. #1514, May 2003)

existing

**8-202. Meetings of the Beer Board.** All meetings of the Beer Board shall be open to the public. The Board shall hold regular meetings in City Hall at such times as it shall prescribe. When there is business to come before the Beer Board, a special meeting may be called by the chairman provided he gives a reasonable notice thereof to each member. The Board may adjourn a meeting at any time to another time and place. (Ord. #1514, May 2003)

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<sup>1</sup>Municipal code references

Alcohol: title 11, chapter 1.

Tax provisions: title 5.



*existing* **8-203. Record of Beer Board proceedings to be kept.** The Recorder-Treasurer shall make a record of the proceedings of all meetings of the Beer Board. The record shall be a public record and shall contain at least the following: The date of each meeting; the names of the Board members present and absent; the names of the members introducing and seconding motions and resolutions, etc. before the Board; a copy of each such motion or resolution presented; the vote of each member thereon; and the provisions of each beer permit issued by the Beer Board. (Ord. #1514, May 2003)

*existing* **8-204 Requirements for Beer Board quorum and action.** The attendance of at least a majority of the members of the Beer Board shall be required to constitute a quorum for the purpose of transacting business. Matters before the Board shall be decided by a majority of the members present if a quorum is constituted. Any member present but not voting shall be deemed to have cast a "nay" vote. (Ord. #1514, May 2003)

*existing* **8-205. Powers and duties of the Beer Board.**<sup>1</sup> The Beer Board shall have the power and it is hereby directed to regulate the selling, storing for sale, distributing for sale, and manufacturing of beer within the City of Covington in accordance with the provisions of this chapter. (Ord. #1514, May 2003)

*existing* **8-206. Definitions.** For purposes of this chapter, the following words and phrases shall have the meanings respectively ascribed by this section:

(1) "Agent" means any person who is a partner, member or otherwise involved in the permittee's business, any employee of the permittee, or the spouse, parent(s), stepparent(s), grandparent(s), sibling(s), stepsibling(s), child(ren), stepchild(ren), or grandchild(ren) of the permittee.

(2) "Beer" as used in this chapter shall be the same definition appearing in Tennessee Code Annotated, § 57-5-101.

(3) "Business" shall be defined as it is in Tennessee Code Annotated § 67-4-704 in the term "business" means any activity engaged in by a person, individual, firm, partnership, joint venture, association, corporation, estate, trust, business trust, receiver, syndicate, or other group or combination acting as a unit, and the plural as well as the singular number or caused to be engaged in by a person, individual, firm, partnership, joint venture, association, corporation, estate, trust, business trust, receiver, syndicate, or other group or combination acting as a unit, and the plural as well as the singular number with the object of gain, benefit or advantage, whether direct or indirect. For purposes of this section the term "business" shall also be defined as any person, individual, firm, partnership, joint venture, association, corporation, estate, trust, business trust, receiver, syndicate, or other group or combination acting as a unit, and the plural as well as the singular number that holds a valid business license.

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(4) "Caterer" means a business engaged in offering food and beverage service for a fee at various locations, which (a) operates a permanent catering hall on an exclusive basis; (b) has a complete and adequate commercial kitchen facility; and (c) is licensed as a caterer by the Tennessee Department of Health.

(5) "Church" means a building or property where a congregation regularly meets at least one day per week for religious worship.

(6) "Clerk" means any person working in a capacity to sell beer directly to consumers for off-premises consumption.

(7) "Beer Board" means that administrative body organized and empowered under the authority of Tennessee Code Annotated, Title 57, Chapter 5.

(8) "Minor" with respect to purchasing, consuming, or possessing beer means any person who has not attained the age of twenty-one (21) years.

(9) "Moral Turpitude" includes but is not limited to the crimes of premeditated homicide, all sex related crimes, selling of any schedule and/or controlled substances illegally, fraud, and theft. For purposes of this definition, identification of Schedule substances is as defined by Tennessee Code Annotated sections 39-17-406, 39-17-410, 39-17-412, 39-17-414, 39-17-416 respectively.

(10) "Park" means a piece of property either owned or maintained by the City of Covington where people regularly gather for recreational purposes or as spectators.

(11) "Permit" means any permit issued pursuant to this Title.

(12) "Permittee" means any person to whom any permit has been issued pursuant to this title.

(13) "Premises" means any building, portion of a building, or property that is utilized for a particular enterprise.

(14) "Resident" means any person who at present is living within the City of Covington corporate limits with the intent that his permanent home shall be within such city.

(15) "Responsible vendor" means a person, corporation or other entity that has been issued a permit to sell beer for off-premises consumption and has received certification by the Tennessee Alcoholic Beverage Commission under the "Tennessee Responsibly Vendor Act of 2006," Tennessee Code Annotated § 57-5-601, et seq.

(16) "Retailer" means any person licensed by the Beer Board who sells beer for consumption and not for resale.

(17) "Off-Premises permit" means a permit issued by the Beer Board to a retailer engaged in the sale of beer which is not to be consumed by the purchaser upon the premises of such permittee.

(18) "On-Premises permit" means a permit issued by the Beer Board to a retailer engaged in the sale of beer which is to be consumed by the purchaser only upon the premises of such permittee.

(19) "School" means any institution, including kindergarten, where regular classes are conducted under the supervision of a teacher, or instructor, including schools or colleges where specialized subjects are taught to students of all ages. Such terms shall include vocational, medical, law, art, cosmetology, and other institutions where similar subjects are taught; provided however, mortuary colleges shall not be included in such terms.

(20) "Sell" means and includes taking or receiving an order for, keeping, or exposing for sale, delivering for value, keeping for intent to sell and trafficking in beer.

(21) "Valid Identification" means (a) a valid driver's license issued by the State of Tennessee or any other state of the United States, (b) United States Active Military identification, (c) a valid passport, (d) valid identification card showing a recent photograph issued by any agency of the state or country for the purpose of identification. (Ord. #1514, May 2003 and Ord. #1165, April 2015)

(22) "Visibly Intoxicated" means an impairment of an individual's mental or physical faculties as a result of drug and/or alcohol consumption accompanied by a perceptible act, series of acts, or by the appearance of an individual which clearly demonstrates such impairment. (TABC Chapter 0100-08)

existing

**8-207. Permit required for engaging in beer business.**<sup>2</sup> (1) It shall be unlawful for any person to sell, give away, store for sale, distribute for sale, or manufacture beer without first making application to and obtaining a permit from the Beer Board.

(2) After the effective date of this section, each applicant for a beer permit must be at least twenty-one (21) years of age.

(3) The application shall be made on such form as the Beer Board shall furnish, and pursuant to Tennessee Code Annotated, § 57-5-104(a), shall be accompanied by a non-refundable application fee as currently adopted on the administrative ordinance.

(4) Each applicant must be a person of good moral character and he must certify that he has read and is familiar with the provisions of this chapter. Licensed retail package stores and restricted retail businesses located in the city are exempt from the provisions of this chapter and are not required to obtain a beer permit. (Ord. #1514, May 2003)

existing

**8-208. Privilege tax.** There is hereby imposed on the business of selling, distributing, storing, or manufacturing beer an annual privilege as currently adopted on the administrative ordinance pursuant to Tennessee Code Annotated § 57-5-104(b)(1).

(1) Any person, firm, corporation, joint stock company, syndicate or association engaged in the sale, distribution, storage, or manufacture of beer shall remit the tax each successive January 1 to the City of Covington, Tennessee.

(2) The Beer Board shall mail written notice to each permit holder of the payment date of the annual privilege tax at least thirty (30) days prior to January 1<sup>st</sup> of each year. Notice shall be mailed to the address specified by the permit holder on its permit application. If a permit holder does not pay the tax by January 31<sup>st</sup> or within thirty days after written notice of the tax was mailed, whichever is later, then the Beer Board shall notify the permit holder by certified mail that the tax payment is past due. If the permit holder does not pay the tax within ten (10) days after receiving notice of its delinquency by certified mail, then the permit may be suspended, revoked or the permit holder may be given a civil penalty subject to the procedures set forth in Tennessee Code Annotated § 57-5-108 and sections 8-215, and 8-216 of this title.

(3) The City of Covington may use the tax funds for any public purpose.

(4) At the time a new permit is issued to any business subject to this tax, the permit holder shall be required to pay the privilege tax on a prorated basis for each month or portion thereof remaining until the next payment date. (Ord. #1514, May 2003 and Ord. #1665, April 2015)

existing

**8-209. Beer permits shall be restrictive.** All Beer permits shall be restrictive as to the type of beer business authorized under them. Separate permits shall be required for selling at retail, storing, distributing, and manufacturing. It shall be unlawful for any beer permit holder to engage in any type of phase of the beer business not expressly authorized by his permit. It shall likewise be unlawful for him not to comply with any and all express restrictions or conditions which may be written into his permit by the Beer Board. (Ord. #1514, May 2003)

**8-210. Classes of permits.** Permit issues by the beer board shall consist of five (5) types:

(1) **Manufacturing.** A manufacturer's permit to a manufacturer of beer for the manufacture, possession, storage, sale, giveaway, distribution, and transportation of the product of each manufacturer, not to be consumed by the producer upon or near the premises of such manufacturer.

(2) **Class 1 on premises permit.** A Class 1 on premises permit shall be issued for the consumption of beer only on the premises. To qualify for a Class 1 on premise permit, an establishment must, in addition to meeting the other regulations and restrictions in this chapter.

- (a) Must obtain and maintain a valid Food Establishment Permit from the State of Tennessee;
- (b) Be able to seat a minimum of thirty (30), including children, in booths and at tables, in addition to any other seating it may have;
- (c) Keep and maintain the premises in a clean and sanitary condition, and obtain the Tennessee Department of Health and Environment, Division of Food and General Sanitation, or its designee, or other proper state and local authority, all necessary permits as required for restaurants in the State of Tennessee;
- (d) File with the City of Covington on a monthly basis a copy of the sales tax return due to the State of Tennessee; and
- (e) Provide a state sales tax number and federal employee's identification number to the City of Covington.
- (f) Provide the Covington Police Department prior to commencement of employment, the name, address, date of birth, and copy of valid identification of each and every employee for the purposes of ascertaining whether said employee has a criminal record.

In addition, the monthly beer sales of any establishment that holds a Class 1 on premises permit shall not exceed forty (40%) of the gross sales of the establishment. Any such establishment that for two (2) consecutive months has beer sales exceeding forty percent (40%) of its gross sales, shall have its beer permit revoked. It shall be the responsibility of each applicant to provide the City of Covington with appropriate distinctions of the amount of beer and food sold. Said information shall be provided to the City of Covington on a monthly basis on such forms and according to such procedures as the City of Covington may dictate. The city may, in its discretion, require each applicant to provide such additional information as the City of Covington deems necessary in order to make appropriate distinctions of the amount of beer and food sold. Failure to provide such information shall constitute a violation of this chapter and may result in a revocation or suspension of the permit.

(3) **Class 2 on premises permit.** Other establishments making application for a permit to sell or give away beer for consumption on the premises, which did not qualify, or do not wish to apply for a Class 1 on premises permit, but which otherwise meet all other regulations and restrictions in this chapter, shall apply for a Class 2 on premises permit. To qualify for a Class 2 on premises permit, an establishment must, in addition to meeting the other regulations and restrictions in this chapter:

- (a) Allow no one under the age of twenty-one (21) years to be in or about the premises where beer is being sold or given away;
- (b) Require all customers to have valid identification on their person;
- (c) Provide to the Covington Police Department prior to commencement of employment, the name, address, date of birth, and copy of valid identification of each and every employee for the purpose of ascertaining whether said employee has a criminal record;
- (d) Provide and maintain separate sanitary toilet facilities for men and women, and keep and maintain the premises in a clean and sanitary condition;

(e) Allow no assaults, fighting, damaging of property and breaches of peace occurring on or in the premises where beer is sold or given away;

(f) Provide a state sales tax number and federal employee's identification number to the City of Covington;

(g) In the event food is served, shall obtain from the Tennessee Department of Health and Environment, Division of Food and General Sanitation, or its designee, or other state or local authority, all necessary permits as required for sale of food; and

(h) Have all seating in the interior of the building under a permanent roof. No beer shall be allowed outside the building for sale, giveaway, or consumption.

(4) Off premises permit. An Off Premises permit shall be issued for the consumption of beer only off the premises. To qualify for an Off Premises permit, an establishment must, in addition to meeting the other regulations and restrictions in this chapter:

(a) Be a grocery store or a convenience type market;

(b) In either case, be primarily engaged in the sale of grocery and personal, home care and cleaning articles, but may also sell gasoline; and

(c) Provide a state sales tax number and federal employee's identification number to the City of Covington.

(d) An establishment that obtains an Off Premises permit may allow the sale of beer through any type of drive-through window once they comply with the following:

(i) Installation of a commercial grade inside and outside monitoring/recording video surveillance security system;

(ii) At a minimum a camera(s) must be installed to show the purchasers and employees face as well as ID confirmation by the employee;

(iii) Additionally, a camera must be installed outside in a well-lighted location to capture the license plate, vehicle make and model;

(iv) This system shall be properly working during the hours the business is open to the public.

(v) For new applicants after this ordinance is in effect the beer permit will not be issued until you have obtained a permit to install a drive-through window; and the above-listed requirements have been met and have been confirmed by the Covington Police Department to meet the requirements.

(vi) For existing permit holders, you shall not sell beer through a drive-through window until you obtain a permit to install a drive through window in addition to complying with all the regulations listed above. You will be in violation of your permit if you sell beer through a drive-through window prior to complying with the above regulations.

(e) No beer shall be allowed outside the building of an Off Premises permit holder for sale, giveaway, or consumption. The permittee with an Off Premises beer permit shall not allow the consumption of beer anywhere on the premises of the permittee.

(5) **Special Use-Event permit.** In addition to the permanent permits provided for in this section, the Beer Board shall have the authority to issue special use-event permit to bona fide charitable, nonprofit, or political organizations upon the same terms and conditions governing permanent permits, including limitations on the hours of sale. Special Use-Event permit shall be issued as one (1) of two (2) types:

(a) **A Single Event Permit.** A single event permit shall be valid for a maximum period of three (3) consecutive days, with the actual number of days to be determined by the Beer Board.

(b) **A Multiple Event Permit.** A multiple event permit may be issued for a fixed number of events during a calendar year, not to exceed six events per calendar year. The exact dates, time and location of each individual event must be approved by the Beer Board at the time of the issuance of the permit. If exact dates are not known at the time of permit issuance, subsequent approval at a future Beer Board meeting must be obtained prior to the event.

(i) For purposes of this section only, an event occurring on one day and up to three (3) consecutive days shall be considered one (1) "event."

(c) Special Use-Event permit does not permit the seller to sell beer anywhere within the city limits of their choosing but is specific to the location wherein the event is being held. If the seller is found to be selling beer anywhere other than the location where the event is being held that is specified on the permit it will be considered a violation of their permit.

(d) No organization possessing a special use-event permit shall purchase, for sale or distribution, beer from any source not properly licensed provided by State law.

(e) Failure of a special use-event permittee to abide by the conditions of the permit and all laws of the State of Tennessee and the City of Covington will result in a denial of a special use-event permit for the sale of beer for a period of one year

(f) For purposes of this section:

(ii) Bona fide charitable or nonprofit organization means any entity which has been recognized as exempt from federal taxes under §501 (c) of the Internal Revenue Code (26 U.S.C. §501(c)) or any organization having been in existence for at least two (2) consecutive years which expends at least sixty (60%) of its gross revenue exclusively for religious, education or charitable purposes;

(ii) Bona fide political organization means any political campaign committee as defined in Tennessee Code Annotated §2-10-102 or any political party as defined in Tennessee Code Annotated §2-13-101.

(g) The application for a special use-event permit shall set forth the following information:

(i) The name, address, and telephone number of the chairperson of the charitable, nonprofit, or political organization seeking a temporary permit;

(ii) The name, address, and telephone number of the person responsible for beer sales under the permit;

(iii) The date, time, and location when the event will be held;

(iv) If the event requested to be covered by the special use-event permit will be held on land not owned by the applicant, a written statement of approval from the landowner must accompany the application; and

(v) The hours which beer sales or give away will be conducted during the event.

(vi) The anticipated number of people attending the event(s).

(vii) If beer is to be sold outside of a structure, the specific parameters of the special event area shall include the location of the beer sale or give away area.

*amended  
7/24* (viii) Plans for security and policing the event, including how the permittees will check identification and ensure beer is not sold to or given to minors. At a minimum the permittee will be required to provide wristbands.

(h) A special use-event beer permit shall state on its face the name of the permit holder, the specific location, times, and dates when they are permitted to sell or give away beer under the permit. A copy of the temporary beer permit must be displayed at the location where the beer is being sold or given away. Further, the permit holder must be on the premises at all times beer is being sold or given away.

(i) All beer must be removed from the premises where it is to be sold between events, as defined in this section, if there is any intervening event, assembly, or public gathering of any type.

(j) Special Use-Event permit holders shall be liable for the acts of all persons serving beer under any temporary permit issued to them.

(k) The number of special use-event permits issued to any specific bona fide charitable nonprofit or political organization shall be limited to two (2) per calendar year.

(l) The Beer Board may impose additional requirements, conditions and/or restrictions on special use-event beer permits or permittees the Board finds to be necessary for the health, safety, welfare, and security of the citizens of the City of Covington.

**(6) Special Use-Event permit on City Property.** In addition to the listed Special Use-Event regulations the following additional regulations are required.

(a) Beer may only be served by vendors who are properly licensed and possess all the appropriate state and local permits. Any individual serving beer must possess the appropriate license and credentials.

(b) Beer must be stored and consumed within the defined area, shown on a map, that shall be submitted with the application to the Special Events Committee along with the Special Event application. Prior to applying to the Beer Board for the Special Use-Event Permit.

(c) During the Special Event Committee meeting the required number of security personnel in attendance for the event will be discussed with the Covington Police Department representative. The Covington Police Chief will determine the number of security personnel that will be required per the information the applicant provided on the estimated attendance.

(d) The serving and consumption of beer at approved events is to be an amenity to well-planned and structured programs; it is not to be the indispensable and essential program element.

(e) No municipal funds nor municipal accounts can be used to purchase beer.

(f) Food and non-alcoholic beverages must also be served concurrently with the selling or give away of beer at the event.

(g) The only beer that may be legally possessed or consumed at Special Events on city property are those that are served by the approved special use-event permit holder.

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(h) The Director must sign the beer application prior to the application being included on the Beer Board agenda if the event is to be held on any City property considered to be under their management authority.

(i) The Event Sponsor shall not consume alcohol while on duty and shall be in attendance for the duration of the event and the immediate post-cleanup period.

(j) Seventy-five percent (75%) or more of the attendees must be over the age of 21, and effective methods for ascertaining which guests may legally consume beer must be implemented.

(k) There may be an additional amount of Certificate of Liability required for Special Use-Event permits with approved Special Use-Event permits for the sale or give away of beer.

(7) **Events not subject to permit; notice required.** Any event which is catered, and the caterer has a valid Tennessee Alcoholic Beverage Commission (TABC) license to serve alcohol is not required to obtain a temporary permit. For the safety and welfare of the citizens of the City of Covington, the Beer Board requires prior notice of each event which is catered and not required to obtain a permit. Event coordinators shall furnish to the Recorder-Treasurer a copy of the form submitted to the TABC no later than five (5) business days prior to the event. (Ord. #1514, May 2003 and Ord. #1665, April 2015)

existing

**8-211. Limitations upon issuance of beer permits.** No Class 2 on premises permit shall be issued to an applicant whose location:

(1) Is within two hundred fifty feet (250') from any hospital, church, school, public park or public playground or other place of public gathering and would cause congestion of traffic, or would otherwise interfere with the public health, safety, and morals of the citizens; and

(2) Class 2 beer permit applicants' distances shall be measured in a straight line from the nearest point on the property line upon which sits the building from which the beer will be manufactured, stored, or sold to the nearest point on the property line of the hospital, church, school, or other place of public gathering. No permit shall be suspended, revoked, or denied on the basis of proximity of the establishment to the hospital, church, school, or other place of public gathering if a valid permit had been issued to any business on that same location unless beer is not sold, distributed, or manufactured at that location during any continuous six (6) month period.

existing

**8-212. Conditions.** The following are conditions for issuance of a permit under this chapter:

(1) In the case of a partnership, a partner shall be the applicant, and, in the case of a corporation, any officer or the local manager of the proposed location shall be the applicant. The license shall be issued in the name of the partnership or the corporation, as the case may be. In the case of a corporation, where the local manager is the applicant, the corporation shall report any change in that position.

(2) The applicant shall designate the location of the premises where beer shall be sold or given away and shall name the owner of the premises as well as the lessee thereof.

(3) The applicant shall not sell or give away beer at any place except the premises designated in the petition, except that an applicant may have a permit for more than one (1) location within the City of Covington, so long as a separate permit is issued for each location by the beer board.

(4) The applicant shall make no sales or give away of beer except upon the terms and conditions of the permit issued.



(5) The applicant shall designate in the application whether his application is for beer to be sold or given away for consumption on the premises or consumption off the premises. The application shall not be made for both consumption on and off the premises designated in the application.

(6) No sale or give away of beer shall be made to persons under the age of twenty-one (21) years and no such person shall be allowed to loiter about the area where beer is being sold or given away; however, any person eighteen (18) years of age or older may transport, possess, sell or dispense beer in the course of such person's employment in Class 1 on premises establishments and off premises establishments.

(7) The applicant shall allow no gambling upon the premises, not allow any devices defined as gambling devices by state statute upon the premises designated for sale or giveaway of beer.

(8) Neither the applicant nor any person employed by him shall have been convicted of any violation of any liquor laws, any crime involving moral turpitude, or any felony within the last ten (10) years prior to filing the application.

(9) Neither the owner nor any employee of the applicant shall drink intoxicating beverages during hours of operation.

(10) Only the person receiving the beer permit shall act as manager of any establishment granted the right to sell or give away beer within the City of Covington, however, the manager shall designate, in writing with a copy to the City of Covington, an alternative person who shall be in charge of the establishment when he is absent from the premises.

(11) No beer shall be sold or given to any intoxicated person or to any feeble-minded, insane, or otherwise mentally incapacitated person.

(12) In all On Premises locations, there must be sufficient lighting for customers to adequately read a menu, if applicable, and for employees to properly inspect the age and identification card of customers without aid of additional illumination.

(13) The permittee shall maintain an orderly establishment and not be in violation of any health, building or fire department regulations or ordinances of the City of Covington.

(14) The Beer Board, Police Department, Fire Department, and City of Covington Code Compliance Department has the full power and authority to enter, inspect, and investigate any business operated pursuant to any permits issued by the Beer Board, and has full authority to call upon any member of the police and health departments for assistance in the enforcement of the State laws, City ordinances, and rules and regulations of the Beer Board pertaining to the sale or giveaway of beer.

(15) No beer may be sold or given away except at places where such sale or giveaway will not cause congestion of traffic or interference with hospitals, schools, churches, or other places of public gathering, or otherwise interfere with public health, safety, and morals. (Ord #1514, May 2003, modified and Ord. #1665, April 2015)

(16) Beer permit holders must, at all times, have a valid business license issued by the City of Covington and Tipton County and provide proof of the same before a beer permit will be issued initially or renewed annually. (Ord #1752, July 2022)

(17) The owner of a business license for beer sales in any class, shall be required to complete and sign an affidavit that he, she or they have read the ordinance governing the sale and consumption of beer and acknowledges responsibility to strictly enforce the beer ordinance in their establishment. Such

affidavits shall be signed annually and kept on file with the beer permit. Failure to complete the required affidavit shall be considered the basis for license revocation.

(18) A permit holder must return its permit to the board within fifteen (15) days of termination of the business, change in ownership, relocation of the business or change in the business name; provided that, regardless of the failure to return a beer permit, a permit shall expire upon termination of the business, change in ownership, relocation of the business or change in the business's name.

**8-213. Minimum mandatory training requirements.**

(1) Unless a beer permit holder is a certified Responsible Vendor pursuant to T.C.A. § 57-5-601 *et seq.*, all persons, businesses, or organizations holding a beer permit issued by the Beer Board of the City of Covington shall not allow any employee to sell or serve beer unless that employee has attended and completed a server training program approved by the Tennessee Alcoholic Beverage Commission.

(2) All employees of beer permit holders must keep and maintain their server permit training in accordance with state law.

(3) New employees of beer permit holders will have thirty (30) days from the date of hire to complete a certified server training program.

(4) Documentation proving compliance with these training requirements shall be maintained on the premises of the beer permit holder and shall be available for inspection by proper authorities at all times.

(5) The City of Covington shall cause a copy of this Ordinance with a list of certified and approved training programs from the Tennessee Alcoholic Beverage Commission to be provided to all new applicants at the time of application.

(6) Beer permittees who also hold a valid Tennessee Alcoholic Beverage Commission license shall be exempt from the training requirements of this ordinance as they are bound by state training requirements.

*Deleted (7), (8) & (9) already covered in this chapter*  
**8-214. Legal hours of sale.** Except as otherwise provided by state law:

(1) It shall be unlawful for any off premises permit holder to make or allow any sale or giveaway of beer between the hours of 1:00 A.M. and 6:00 A.M. on Monday through Saturday and between the hours of 1:00 A.M. and 10:00 A.M. on Sunday.

*need to discuss*  
(2) It shall be unlawful for any Class 1 on premises permit holder that has a valid liquor by the drink license to make or allow any sale or giveaway of beer between the hours of 3:00 A.M. and 8:00 A.M. on Monday through Saturday or between the hours of 3:00 A.M. and 10:00 A.M. on Sunday.

(3) It shall be unlawful for any Class 2 on premises permit holder to make or allow any sale or giveaway of beer between the hours of 1:00 A.M. and 8:00 A.M. on Monday through Saturday and between the hours of 1:00 A.M. on Sunday and 8:00 A.M. the following Monday.

(4) All Class 1 permit holders must have their place of business cleared of all customers by 3:30 A.M. and Class 2 permit holders must have their place of business cleared of all customers by 1:30 A.M.

(5) It shall be unlawful for any temporary permit holder to make or allow any sale or giveaway of beer between the hours of 12:00 A.M. and 12:00 P.M. (Ord. #1638, Nov. 2012 and Ord. #1665, April 2015)

amended  
**8-215. Brown bagging prohibited.** No owner, operator or employee of any restaurant, club, or other business of any kind and description, shall permit or allow any person to open, or to have open, or to consume inside or on the premises a bottle, can, flask or container of any kind or description, of alcoholic beverages without obtaining a permit, from the State of Tennessee Alcoholic Commission, allowing beer.

added  
7/24  
**8-216. Prohibition against sale to intoxicated persons or persons accompanied by an intoxicated person.** No licensee permitted under this chapter shall sell any beer as defined in this chapter to any person who is visibly intoxicated, or to any person accompanied by a person who is visibly intoxicated.

**8-217. Suspension and revocation of beer permits.** "The Beer Board shall have the power to suspend or revoke any beer permit issued under the provisions of this chapter when the holder thereof is guilty of making a false statement(s) or misrepresentation(s) on his application or of violating any of the provisions of this chapter. The Beer Board shall also have the power to suspend or revoke any beer permit issued in accordance with the provisions of Tennessee Code Annotated § 57-5-108. No beer permit shall be suspended or revoked until a public hearing is held by the board after reasonable notice to all the known parties in interest. Suspension or revocation proceedings may be initiated by the Police Chief or by any member of the Beer Board." (Ord. 1165, April 2015)

existing  
it finds  
**8-218. Penalties.** The Beer Board shall impose the following penalties if, after a public hearing, it finds that a beer permit holder has violated any conditions of said permit.

(1) If the permit holder and the clerk that commits any offense, including making or permitting to be made any sales or giveaway of beer to a minor, have both complied with Tennessee Code Annotated § 57-5-606 then the Beer Board shall impose a civil penalty in lieu of suspension of one thousand dollars (\$1,000) for each offense.

(2) If the permit holder and/or the clerk that commits any offense is not a "Responsible Vendor" or has failed to comply with Tennessee Code Annotated § 57-5-606, then the penalties shall be as follows:

(a) For a 1<sup>st</sup> offense, a \$2,500 civil penalty in lieu of a 30-day suspension for each offense.

(b) For a 2<sup>nd</sup> offense, a 60-day suspension of the beer permit.

(c) For a 3<sup>rd</sup> offense, revocation of the beer permit.

(3) To determine the number of violations in order to assess a penalty under this part, the Beer Board shall look back a consecutive twelve 12-months from the date of the current violation for any previous violations.

(4) If a civil penalty is offered in lieu of suspension, the permit holder shall have seven (7) business days within which to pay the civil penalty before the suspension shall be deemed withdrawn.

existing  
**8-219. Effect of board action.** The action of the Beer Board in all such hearings shall be final, subject only to review by the court. When a permit is revoked, no new permit shall be issued hereunder for the sale or giveaway of beer to the same permit holder or any agents of the permit holder at the same location as the Beer Board may determine until the expiration of one (1) year from the date said revocation becomes final. When a permit is suspended, no new permit shall be issued hereunder for the sale or giveaway of beer at the same location or to the same permit holder until the period of suspension is over. (Ord. #1514, May 2003 and Ord. 1665, April 2015)

## Lessie Fisher

---

**To:** Donna Turner  
**Subject:** RE: Ord 1777 Title 8 alcoholic beverages

Chief Turner,

Thank you for your questions and suggestions. I have answered them below in red.  
I appreciate your review and comments of our ordinance during this updating session.

*Lessie Fisher*, Building Official  
Director of Code Compliance  
200 West Washington Ave.  
Covington, TN 38019  
901-476-7191 ext 1046

**From:** Donna Turner <dturner@covingtontn.com>  
**Sent:** Friday, July 5, 2024 8:52 AM  
**To:** Lessie Fisher <lfisher@covingtontn.com>; Jan Hensley <jhensley@covingtontn.com>; Jeff Morris <aldermanjeffmorris@gmail.com>; John Edwards <aldermanedwards@gmail.com>; C.H. Sullivan <aldermanchsullivan@gmail.com>; Chris Richardson <aldermanchrisrichardson@gmail.com>; AlderwomanJohnson <alderwomanjohnson1@gmail.com>; aldermanwallace@gmail.com  
**Cc:** Jason Fleming <jfleming@covingtontn.com>; Tina Dunn <tdunn@covingtontn.com>; Molly Glass <mglass@covingtontn.com>; Richard Griggs <rgriggs@covingtontn.com>; Cody Bumpus <cbumpus@covingtontn.com>; David Gray <dgray@covingtontn.com>; Code Compliance <codecompliance@covingtontn.com>; Rachel Witherington <rachel@owtnlaw.com>  
**Subject:** RE: Ord 1777 Title 8 alcoholic beverages

Director Fisher,

I had some questions and/or suggestions for review and consideration:

1. Is 8-216 (4) new verbiage, or was it already included? If it is new, what prompted its addition? "Nothing in this part prohibits the Beer Board from considering particularly mitigating or aggravating factors of any offense or violation and assessing a different penalty. However, if the Beer Board assesses a different penalty due to particularly mitigating or aggravating factors, these factors must be specifically stated."

**After discussion with our MTAS attorney – it was decided to delete this section.**

2. The language regarding the location of alcohol sales is a little wishy-washy. I think it would be helpful to have specific language about restricting locations of use, fencing, or a physical barrier. 8-209 (6) (b) "Beer must be stored and consumed within the defined area, shown on a map, that shall be submitted with the application to the Special Events Committee along with the Special Event application. Prior to applying to the Beer Board for the Special Use-Event Permit." **During discussion with our MTAS attorney some things to consider are....the process for determining the restricting locations of use, fencing, or a physical barrier might better be handled as an addition to the Special Events Use Policy instead of in this Ordinance. Things that were mentioned are: each property has different dynamics (open areas, buildings, layout of events), the event purpose and attendees will differ, the goal number of attendees will vary (even for similar events), etc. Possible language to include in the policy may read something**

like "the Chief of Police or designee will have final say on the defined area and the fencing/barrier that will be required" this will allow for it being addressed on an event-by-event basis.

3. The inclusion of a wristband requirement would be amazing, particularly if there is no restriction on where alcohol can be consumed. This was added in 8-210 (5) (g) (viii)

4. Some ordinances require all servers to undergo abbreviated seller/server training specific to fairs and festivals. Our MTAS attorney stated that we had covered training in the ordinance. If the Board of Mayor and Alderman want to include some wording for this, please provide me with a few of the ordinances that require this, and I will be glad to get it added in.

Please reach out with any questions, thoughts, or clarification.

Thanks,

DLT

*Donna L. Turner | Chief of Police*

Covington Police Department

211 S. Main St.

Covington, TN 38019

Office: (901) 313-9200

Cell: (901) 444-1047

[dturner@covingtontn.com](mailto:dturner@covingtontn.com)



**201<sup>st</sup> Session**

Covington Police Department homepage:

<http://www.covingtontn.com/police.html>

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**From:** Lessie Fisher <[lfisher@covingtontn.com](mailto:lfisher@covingtontn.com)>

**Sent:** Monday, June 24, 2024 1:16 PM

**To:** Jan Hensley <[jhensley@covingtontn.com](mailto:jhensley@covingtontn.com)>; Jeff Morris <[aldermanjeffmorris@gmail.com](mailto:aldermanjeffmorris@gmail.com)>; John Edwards <[aldermanedwards@gmail.com](mailto:aldermanedwards@gmail.com)>; C.H. Sullivan <[aldermanchsullivan@gmail.com](mailto:aldermanchsullivan@gmail.com)>; Chris Richardson <[aldermanchrisrichardson@gmail.com](mailto:aldermanchrisrichardson@gmail.com)>; AlderwomanJohnson <[alderwomanjohnson1@gmail.com](mailto:alderwomanjohnson1@gmail.com)>; [aldermanwallace@gmail.com](mailto:aldermanwallace@gmail.com)

**Cc:** Jason Fleming <[jfleming@covingtontn.com](mailto:jfleming@covingtontn.com)>; Tina Dunn <[tdunn@covingtontn.com](mailto:tdunn@covingtontn.com)>; Molly Glass

7-11-24

## CHAPTER 3

### WINE IN RETAIL FOOD STORES

#### SECTION

- 8-301. Retail food store wine licenses.
- 8-302. Inspection fee on retail food store wine licenses.
- 8-303. Application for certificate.
- 8-304. Application fee and annual license fee.
- 8-305. Hours of sale of wine.
- 8-306. Wine Tastings prohibited on premises – Licensee permitted to hold license to sell alcoholic beverages for consumption on premises – Requirements.
- 8-307. Storage and delivery of wine – Purchase of wine from wholesaler.
- 8-308. Prohibition against sale to intoxicated persons or persons accompanied by an intoxicated person.
- 8-309. Prohibition against sale or gift of wine on certain holidays.
- 8-310. Responsible vendor training program.
- 8-311. Permitted manager – Employees to obtain certification pursuant to responsible vendor training program for wine.

#### **8-301. Retail food store wine licenses – Retail food stores defined – Number of Stores.**

(1) Notwithstanding any other law to the contrary, an additional class of licenses allowing the sale of wine at retail stores has been created. These licenses shall be known as “retail food store wine licenses” and shall be issued by the Tennessee Alcoholic Beverage Commission; provided, that licenses shall only be issued to a retail food store located in a municipality that has authorized the sale of wine at retail food stores by local option election pursuant to TCA 57-3-801 and has full-time law enforcement through a police department. In a local option election held in November 2014, the citizens of the City of Covington voted in favor of the sale of wine in retail food stores. On July 1, 2016, the Tennessee Alcoholic Beverage Commission began issuing licenses. The retail food store wine license shall permit the license to receive, store, possess and sell wine at retail for consumption off the premises at the licensed retail food store subject to the restrictions in this part.

(2) Retail food stores are defined in this Chapter as a business that derives at least twenty (20) percent of its sales from the retail sale of food and food ingredients and has floor space of at least 1,200 square feet.

(3) Nothing shall permit the holder of a retail food store wine license from having more than one (1) retail food store wine license.

ABC

MTAS  
Guide  
2023

57-3-806(c)

MTAS  
Sample

**8-302. Inspection fee on retail food store wine licenses.** Pursuant to the authority contained in Tennessee Code Annotated, 57-3-501 et seq., there is hereby imposed an inspection fee on retail food store wine licenses. The inspection fee shall be five percent (5%) of the wholesale price of alcoholic beverages as defined in Tennessee Code Annotated, 57-3-101(a)(1)(A) supplied by a wholesaler to a retail food store wine licensee.

MTAS  
Sample  
+ some

**8-303. Application for certificate.** Before any certificate, as required by Tennessee Code Annotated, 57-3-806, shall be signed by the Mayor of the City of Covington, a request in writing shall be filed with the Recorder-Treasurer giving the following information: *omitted or by any alderman*

- (1) Name, birthdate, age, and address of the applicant. Applicant must be 21 years or older.
- (2) Number of years residence at applicant's current address. Applicants are not required to be residents of the municipality. Whether or not the applicant has been convicted of a felony in the past ten (10) years.
- (3) The proposed store's location for alcoholic beverages sale.
- (4) The name(name)s and/or address (address)es of the owner of the store.
- (5) If the applicant is a partnership, the name, age, and address of each partner. If the applicant is a corporation, the name, age, and address of the executive officers, or those who will be in control of the store. If the applicant is a partnership or a corporation, the application shall be verified by the oath of each partner, or by the president of the corporation.

ABC

**8-304. Non-refundable application fee.** Each applicant for wine in a retail food store shall submit a non-refundable application fee to the City of Covington as set forth by the current Administrative Ordinance. *Confirm this is allowed app fee \$400*

*License fee \$1,250*

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Guide  
2023

**8-305. Hours for the sale of wine.** No retail liquor store or retail food store shall sell, give away, or otherwise dispense wine except between the hours of eight a.m. (8:00 a.m.) and eleven p.m. (11:00 p.m.) on Monday through Saturday and between ten a.m. (10:00 a.m.) and eleven p.m. (11:00 p.m.) on Sunday.

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Guide  
2023

**8-306. Wine tastings prohibited on premises-Licensee permitted to hold license to sell alcoholic beverages for consumption on premises – Requirements.**

- (1) No retail food store shall conduct wine tastings on its premises.
- (2) A retail food store that has a license pursuant to this part may also hold a license to sell alcoholic beverages for consumption on premises. TCA 57-3-817

**8-307. Storage and delivery of wine – Purchase of wine from wholesaler.**

- (1) A retail food store licensed to sell wine shall not store any wine off the licensed premises.
- (2) All deliveries of wine to a retail food store must be made by a licensed wholesaler through a common carrier, a contract carrier or on vehicles owned by the wholesaler. The deliveries shall only be made to the business address of the retail food store. TCA 57-3-812



**8-308. Prohibition against sale to intoxicated persons or persons accompanied by an intoxicated person.** No retail food store wine licensee shall sell any alcoholic beverages to any person who is visibly intoxicated, nor shall any retailer selling alcoholic beverages sell to any person accompanied by a person who is visibly intoxicated. TCA 57-3-809

**8-309. Prohibition against sale or gift of wine on certain holidays.** Notwithstanding any law to the contrary, a retail food store wine licensee shall not sell or give away wine on Easter, Thanksgiving or Christmas. TCA 57-3-819

**8-310. Responsible vendor training program – requirements.** The Tennessee Alcoholic Beverage Commission has created a responsible vendor training program for retail food store wine licensees and retailers licensed pursuant TCA 57-3-204. Each retail food store wine licensee and retailer licensed under this section shall participate in the responsible vendor training program as a condition to having and maintaining such licensee. TCA 57-3-818

**8-311. Permitted manager – Employees to obtain certification pursuant to responsible vendor training program for wine.**

- (a) Any retail food store licensed to sell wine must have a permitted manager as prescribed in TCA 57-3-221 and that manager must work on the licensed retail food store's premises. A retail food store may have more than one (1) manager per license.
- (b) All employees of a retail food store that is licensed to sell wine and is involved in selling the wine must obtain certification pursuant to the responsible vendor training program for wine in TCA 57-3-818.

OK  
per phone  
call  
79-24  
MTAS  
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2023

OK to  
request  
per phone  
call  
79-24  
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Guide  
2023



## **Special Events Committee Minutes July 2024**

### **Living History Day -**

Hosted by Tipton County Museum Katherine Markley 901-830-8583

Event date: September 21, 2024

Location: Museum

Times: 9am-4pm

Description of Event: (City Event) People in historical dress or uniforms from Revolutionary War and up. There will be food cooked and vendors.

#### **What they'll need:**

Police - routine patrol

Fire Department - nothing

Parks and Recreation - nothing

Codes - nothing

Public Works - 4 cardboard trash cans and trash train (James Dowell to meet with Katherine about location of the trash train)

### **Jazz on the Lawn - (This event will be rescheduled if it rains - they'll give the rain date soon)**

Hosted by Canaan Family Resource Center Sarita Alston 901-606-8646

Event date: September 14, 2024

Location: Museum

Times: 6pm-9pm (set-up 4pm)

Description of Event: (Third Party Event) Outdoor Jazz Concert featuring professional entertainers and highlighting local Tipton County talent. Food vendors and merchant vendors will be set-up. Expecting 150-200 people

\*Event organizers have met with Bonita Moore at Covington Care Senior Living Facility, receiving verbal support for the event and ensuring the music would not be a nuisance to residents. Ms. Moore offered to invite the families of residents to the event. Additionally event coordinators will take special care in preserving the nature center. We expect a very mature crowd for this event but intend to make event goers aware of the sensitivity of this space during marketing campaigns and as they enter the event. Director Markley has also offered her support.

\*\* Restrooms were discussed - CFRC has rented the conference room of the museum to use restrooms; however, they were advised that they might need additional port-a-potties for restrooms.

#### **What they'll need:**

Police - routine patrol

Fire Department - walk through

Parks and Recreation - nothing (no need for additional employees to track attendance because they will be using EventBrite to sell tickets - no tickets will be sold the day of the event)

Codes - Food truck inspection if necessary

Public Works - cardboard trash cans and trash train

**Back to School Event**

Hosted by Canaan Family Resource Center Sarita Alston 901-606-8646

Event Date: August 3, 2024

Location: N. Main Street (In front of CFRC)

Times: 9am-3pm (Event from 10a-2p)

Description of Event: Canaan Family Resource Center will donate supplies to any Tipton County Schools student. Food and school supplies will be provided

**What they'll need:**

Police - set up and participate

Fire Department - set up and participate

Parks and Recreation - nothing

Codes - nothing (Fire and Codes advised of grilling - must have fire extinguishers for grills, cannot grill under tents)

Public Works - Road closure of N. Main in front of the parsonage from 9am - 3pm on the day of the event

**Food Truck Fridays**

Hosted by Parks and Recreation

Event Date: July 19, 26, August 2, 9, 16

Location: Ruffin Theatre Gravel Parking Lot

Times: 10a-1p

Description of Event: Various food trucks (one per Friday) will be set up to serve lunch to the community.

**What they'll need:**

Police - nothing

Fire Department - nothing

Parks and Recreation - help food truck get parked

Codes - inspect new trucks if they need to be inspected

Public Works - roll-out trash can on those days



Covington Parks and Recreation

Special Events

790 Bert Johnston Avenue

Covington, TN 38019

# Invoice

**BILL TO:**

**Canaan Baptist Church**

211 N. Main

Covington

38019

**INVOICE #**

202473

**DATE**

7.11.24

**INVOICE DUE DATE**

July 26, 2024

DESCRIPTION	GL Number	MR Number	QUANTITY	Total Hours	PRICE	AMOUNT
Covington Police Department	110-42100-111	601	0	0	\$30.00	\$000.00
Covington Fire Department	110-42200-111	599	0	0	\$30.00	\$000.00
Fire Extinguisher Usage		604	0	N/A	\$250.00	\$000.00
Covington Public Works	110-43120-111	602	0	0	\$31.00	\$000.00
Public Works Vehicle @Current state rate			0	0	\$ .00	\$000.00
Covington Parks and Recreation	110-44450-111	600	0	0	\$25.00	\$000.00
Race Timing System			0	N/A	\$750.00	\$000.00

**\*\* Payment in full is due ten (10) days prior to the event date listed above.**

DESCRIPTION	MR Number	Gross Total	15% of Gross
Gate Fee	604		
Concession Fee	604		

**\*\* Payment in full is due ten (10) days after the event date listed above for gate and concession fees.**

\* If you would like to request a waiver of the above fees from the board of Mayor and Aldermen at the next Finance and Administration Committee meeting , you need to notify Parks and Recreation Director Molly Glass at 901.504.8982 by July 12 at 4pm.

**TOTAL:**  
**\$000.00**



Covington Parks and Recreation

Special Events

790 Bert Johnston Avenue

Covington, TN 38019

# Invoice

**BILL TO:**

**Canaan Family Resource Center**

211 N. Main Street

Covington

38019

**INVOICE #**

202472

**DATE**

7.11.24

**INVOICE DUE DATE**

September 4, 2024

DESCRIPTION	GL Number	MR Number	QUANTITY	Total Hours	PRICE	AMOUNT
Covington Police Department	110-42100-111	601	0	0	\$30.00	\$000.00
Covington Fire Department	110-42200-111	599	0	0	\$30.00	\$000.00
Fire Extinguisher Usage		604	0	N/A	\$250.00	\$000.00
Covington Public Works	110-43120-111	602	0	0	\$31.00	\$000.00
Public Works Vehicle @Current state rate			0	0	\$ .00	\$000.00
Covington Parks and Recreation	110-44450-111	600	0	0	\$25.00	\$000.00
Race Timing System			0	N/A	\$750.00	\$000.00

**\*\* Payment in full is due ten (10) days prior to the event date listed above.**

DESCRIPTION	MR Number	Gross Total	15% of Gross
Gate Fee	604		
Concession Fee	604		

**\*\* Payment in full is due ten (10) days after the event date listed above for gate and concession fees.**

\* If you would like to request a waiver of the above fees from the board of Mayor and Aldermen at the next Finance and Administration Committee meeting , you need to notify Parks and Recreation Director Molly Glass at 901.504.8982 by July 12 at 4pm.

**TOTAL:**  
**\$000.00**



Covington Parks and Recreation

Special Events

790 Bert Johnston Avenue

Covington, TN 38019

# Invoice

**BILL TO:**

**Tipton County Museum**

751 Bert Johnston Ave

Covington, TN

38019

**INVOICE #**

202471

**DATE**

7/11

**INVOICE DUE DATE**

September 2024

DESCRIPTION	GL Number	MR Number	QUANTITY	Total Hours	PRICE	AMOUNT
Covington Police Department	110-42100-111	601	0	0	\$30.00	\$000.00
Covington Fire Department	110-42200-111	599	0	0	\$30.00	\$000.00
Fire Extinguisher Usage		604	0	N/A	\$250.00	\$000.00
Covington Public Works	110-43120-111	602	0	0	\$31.00	\$000.00
Public Works Vehicle @Current state rate			0	0	\$ .00	\$000.00
Covington Parks and Recreation	110-44450-111	600	0	0	\$25.00	\$000.00
Race Timing System			0	N/A	\$750.00	\$000.00

**\*\* Payment in full is due ten (10) days prior to the event date listed above.**

DESCRIPTION	MR Number	Gross Total	15% of Gross
Gate Fee	604		
Concession Fee	604		

**\*\* Payment in full is due ten (10) days after the event date listed above for gate and concession fees.**

\* If you would like to request a waiver of the above fees from the board of Mayor and Aldermen at the next Finance and Administration Committee meeting , you need to notify Parks and Recreation Director Molly Glass at 901.504.8982 by July 12 at 4pm.

**TOTAL:**  
**\$000.00**