

MEMO

TO: Permit Holders and Applicants
Metropolitan Beer Permit Board

FROM: R. Benton McDonough, JD
Executive Director of Metropolitan Beer Permit Board

DATE: April 18, 2018

RE: Director's Memo: Manager Change

The Metropolitan Beer Permit Board (hereinafter "the Board") continues to cite permit holders for violating M.C.L. 7.08.040G¹. This ordinance requires an applicant or permit holder to promptly notify the Board of any changes taking place regarding a permit holder's or applicant's circumstances.

The most common violation continues to be a failure to notify the Board when a permit holder changes managers. Question 12 on page 3 of the Board application requires the applicant to, "Designate the person or persons who will be in charge of the operations on premises." The Board staff has historically interpreted this to mean the individual who is present on the premises and is responsible for overseeing the day-to-day activities of the establishment, such as a general manager.

Further, for the purposes of applying this particular ordinance, the term "promptly" shall be read to mean that the Board shall be notified within five (5) business days of the change taking place. In order to assist permit holders and applicants in providing this information to the Board more timely, a link to our General Manager Amendment can be directly accessed below.

<https://www.nashville.gov/Portals/0/SiteContent/BeerBoard/docs/GeneralManagerAmendment.pdf>

Once this information has been completed, it should be mailed to our office:

Metropolitan Beer Permit Board
800 2nd Avenue South, 3rd Floor
P.O. BOX 196300
Nashville, Tennessee 37219

This updated form may also be directed to the Board email account at: beerboard@nashville.gov.

¹ M.C.L. 7.08.040G – An applicant or permit holder shall amend or supplement the information provided in its application promptly if a change in circumstances affects the responses in its application.