

CITY OF KNOXVILLE BEER PERMIT

APPLICATION CHECKLIST | DISTRICT: 6
 Business Name: Professional Sports Catering LLC Account Number: 66542
 Business Address: 500 E Jackson Ave 37917
 Agenda Date: 12, 10, 24 CLT Number: _____

TASK	COMMENTS
New Application:	Received 11/19/24
Permit Fee Paid	✓ (New Application \$250.00) x 2
Publication Fee Paid:	✓ (\$50.00) x 2
Records Check Completed	✓
Current City Business License: ✓	Expiration Date: 5 / 15 / 26
Copy of Certificate of Registration for Tennessee Sales Tax	✓
Copy of Corporate Charter; LLC; ETC.	✓
Notice of Application to Knox County Health Dept. (215-5200)	Sent: ____/____/____ Received: 3 / 13 / 25 Approved: ✓ Pending: 12/9/24 per Allison
Notice of Application to Building Inspections (215-3669)	Sent: ____/____/____ Received: ____/____/____ Approved: Pending:
Notice of Application to Fire Prevention Bureau (633-0400)	Sent: ____/____/____ Received: ____/____/____ Approved: Pending:
Request distances measured by Engineering Dept. (215-6132)	Sent: ____/____/____ Received: 12 / 9 / 24 Approved: ✓ Pending Location needs add'l research?
Plan for Server Compliance	✓
KAST Program completed	✓
Previous Business at this location:	no prior permits at this location

applicant is applying for on/off premise and caterer permits

CITY OF KNOXVILLE
APPLICATION FOR BEER PERMIT

It is the applicant's responsibility to provide complete and accurate information. The Beer Board could deny or delay action on the application if any information is not accurate.

I / we hereby make application for a permit to sell, store, or distribute beer or other beverages authorized to be sold, stored or distributed under the provisions of the City of Knoxville alcoholic beverages ordinance Chapter 4 and base my application upon the answers to the following questions:

1. Reason for Application: ☒ New Business ☐ New Ownership ☐ Name Change ☐ Other _____

2. Name of Business Owner(s): PROFESSIONAL SPORTS CATERING, LLC

3. Is Owner a: ☐ Corporation ☐ General Partnership ☐ Limited Partnership ☒ LLC ☐ Sole Proprietorship
☐ Other _____

4. Under what name will the business operate: Professional Sports Catering, LLC

5. Business Address: 500 E Jackson Avenue Zip 37917 Phone (____) _____

6. Property Owner's Name: Sports Authority of the County of Knox and the City of Knoxville Phone 800) 727-8045 | (865) 523-7263

7. Type of business you will operate: Food & beverage services

8. List names of all general partners and owners and designate PERCENTAGE of ownership. (Use additional paper if necessary.) Each person owning 5% or more of the business must complete an owner/manager application (attached) and submit to a city of Knoxville Police Department background check. If ownership is a corporation, please indicate whether the corporation is privately held or publicly traded. If privately held, each person owning 5% or more of the corporation must complete an owner/manager application and submit to a city of Knoxville Police Department background check.

Applicant, Professional Sports Catering, LLC, is 100% owned by Levy Premium Foodservice Limited Partnership.

100% of the ownership ultimately flows up to Compass Group, PLC, a publicly traded entity on on the London Stock Exchange.

9. List the name(s) of managers or others on-site responsible for operations. Any change in management must be reported to the Business Tax Office. A new manager is subject to a background check and applicable fees. Each individual listed must complete an owner/manager application and submit to a City of Knoxville Police Department background check.

Tyler Kennedy

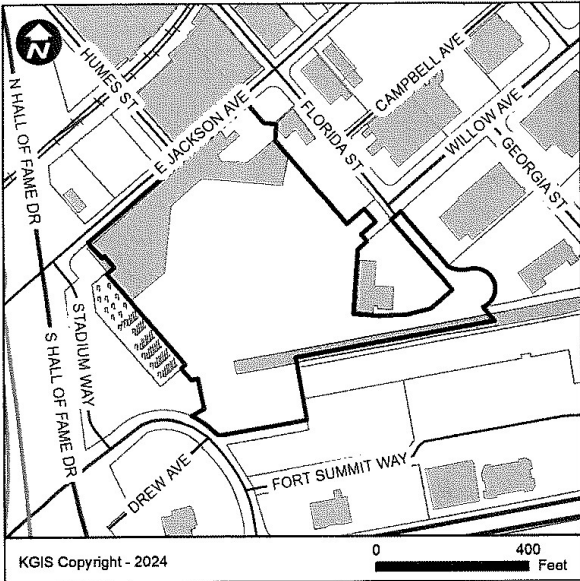
10. List machines currently in use or planned for use on premises and owner of machines (cigarette, pinball, jukebox, etc.)

N/A

11. Type of permit requested:

☐ Off Premise ☒ On/Off Premise ☒ Caterer ☐ Manufacturer/Distributor ☐ Self-Serve

500 E JACKSON AVE - Property Map and Details Report



Property Information	
Parcel ID:	095HB002
Location Address:	500 E JACKSON AVE
CLT Map:	95
Insert:	H
Group:	B
Condo Letter:	
Parcel:	2
Parcel Type:	NORMAL
District:	
Ward:	6
City Block:	07283
Subdivision:	KNOXVILLE MULTI-USE STADIUM RESUB
Rec. Acreage:	9.18
Calc. Acreage:	0
Recorded Plat:	20230831 - 0011793
Recorded Deed:	-
Deed Type:	
Deed Date:	

Address Information

Site Address:	500 E JACKSON AVE KNOXVILLE - 37915
Address Type:	RECREATIONAL FACILITY, PUBLIC
Site Name:	
Please contact Knoxville-Knox County Planning at (865) 215-2500 if you have questions.	

Owner Information

SPORTS AUTHORITY OF THE COUNTY OF KNOX AND
THE CITY OF KNOXVILLE
% VISIT KNOXVILLE
301 S GAY ST
ATTN: CHAIR
KNOXVILLE, TN 37902

The owner information shown in this section does **not** necessarily reflect the person(s) responsible for Last Year's property taxes. Report any errors to the Knox County Property Assessor's office at (865) 215-2365.

Jurisdiction Information

County:	KNOX COUNTY
City / Township:	Knoxville
Fire Response:	KNOXVILLE FIRE DEPARTMENT
Please contact the Knox County Fire Prevention Bureau at (865) 215-4640 if you have questions.	

Other Information

Census Tract:	67
Planning Sector:	Central City
Please contact Knoxville-Knox County Planning at (865) 215-2500 if you have questions.	

Political Districts

Voting Precinct:	06
Voting Location:	Green School 801 LULA POWELL DR
TN State House:	15
TN State Senate:	7
County Commission:	1 Damon Rawls Larsen Jay Kim Frazier (at large seat 10) (at large seat 11)
City Council:	6 Gwen McKenzie Lynne Fugate Debbie Helsley Amelia Parker (at large seat A) (at large seat B) (at large seat C)
School Board:	1 John Butler
Please contact Knox County Election Commission at (865) 215-2480 if you have questions.	

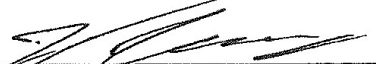
School Zones

Elementary:	GREEN ELEMENTARY MAGNET
Intermediate:	
Middle:	VINE MIDDLE MAGNET
High:	AUSTIN-EAST HIGH MAGNET

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CITY OF KNOXVILLE
APPLICATION FOR BEER PERMIT
AFFIDAVIT

1. I/we Tyler Kennedy (on behalf of Professional Sports Catering, LLC) hereby solemnly swear or affirm that each statement in this application is true and correct and understand that if any statement contained herein is false, the permit issued is automatically forfeited and voided. Furthermore, that in the event of forfeiture I/we shall not be eligible to receive another permit for a period of ten (10) years pursuant to Tennessee Code Annotated § 57-5-105(d).
2. I/we understand that all applicants are charged with the responsibility of knowing the local and state beer laws. I/we are aware that the penalty for violating state or local beer laws can include revocation or suspension of the permit and/or the imposition of civil penalties up to ONE THOUSAND FIVE HUNDRED 00/100 DOLLARS (\$1,500.00) PER OFFENSE.
3. I/we understand that if the business allows illegal gambling on the premises that the beer permit will be subject to revocation.
4. I/we understand that a requirement of beer permit issuance is the permittee(s) and ON-SITE manager(s) who will supervise and/or sell and serve the beer at the establishment must complete alcohol education and training programs in accordance with City of Knoxville Code Section 4-60(c).
5. I/we understand that by submitting this application, a background investigation shall be conducted on the applicant(s) and on all ON-SITE managers who will be selling beer at the permitted establishment. It is further understood that any and all documents related to that investigation shall become public record open for public inspection and reproduction pursuant to Tennessee Code Annotated § 10-7-503.
6. I/we understand that a requirement of maintaining good status standing with the Knoxville Beer Board, is that I/we must notify the City of Knoxville Business Tax Office each time there is a change in the on-site manager responsible for selling the beer.
7. I/we hereby release, absolve and hold harmless, the City of Knoxville, the Knoxville Beer Board, the Knoxville Police Department, its employees, agents and representatives from any and all liability of whatever type for any damages, causes of actions, personal property injuries which may result as a consequence of my application for a beer permit, background investigation, release of documents or any other matters related to my application. I/we hereby waive all possible liability of the City of Knoxville, Knoxville Beer Board, Knoxville Police Department, its employees, agents and representative as stated above.
8. I/we agree that the hiring of an employee who has been convicted within the past ten (10) years of any law relating to the sale, possession, manufacture or transportation of intoxicating beverages, including beer, as defined by City of Knoxville Code Section 4-37 or the hiring of an employee who has been convicted of any felony or crime involving moral turpitude within the past ten (10) years will be cause for possible revocation of the beer permit.
9. I/we understand if any information given in the application subsequently changes, I/we will immediately notify the Knoxville Beer Board c/o Business Tax Office.
10. I/we understand that if the business closes down, relocates, or there is ANY change in the ownership of the business, the permit will be surrendered to the Business Tax office within 15 days of said change for appropriate action.
11. I/we assume full responsibility for the permit and will be accountable for full compliance with the laws of Knoxville and the State of Tennessee in the sale of beer.
12. I/we have read the foregoing release. I/we fully understand its provisions, and voluntarily consent to abide by its requirements.
13. I/we acknowledge and understand that the fees paid for the beer permit application process are non-refundable.
14. The undersigned is the applicant or the bona fide and qualified agent/representative of the corporate applicant.

 (on behalf of Professional Sports Catering LLC)
Applicant Signature or Agent/Representative

Date: 11/5/2024


Co-Applicant Signature

Date: _____

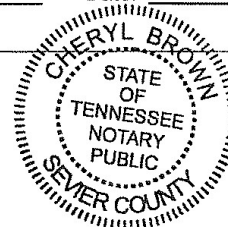
Co-Applicant Signature

Date: _____

Sworn to and subscribed before me this 5th day of November, 2024.

Notary Public: 

My Commission Expires: 02/25/26



CITY OF KNOXVILLE
APPLICATION FOR BEER PERMIT
OWNER/MANAGER APPLICATION

- Reason for Application: ☒ New Application ☐ Manager Change or Addition
1. Name Tyler Kennedy ☐ Owner Percentage of Ownership % ☒ Manager
2. Home Address 975 Wray St. City Knoxville State TN Zip 37917
3. Home Phone (704) 640-6148 Cellular Phone (704) 640-6148 Date of Birth 02 / 03 / 1991
4. Driver's License # _____ State TN Social Security # _____
5. Local Business Name Professional Sports Catering, LLC
6. Local Business Address/ZIP 300 E Jackson Avenue Knoxville, TN Business Phone: ()
7. Have you ever been convicted of any violation of liquor and/or beer laws, felonies, or any crime involving moral turpitude, within the last ten years, or do you have any charges **currently pending**? ☐ Yes ☒ No
If yes, give particulars of each charge, including city, county, state: court and date: _____
8. Have you ever had a beer permit revoked, suspended, or denied? ☐ Yes ☒ No
If yes, explain: _____
9. Have you ever been convicted of any misdemeanors (Speeding, DUI, Simple Assault, etc.) within the last ten (10) years or have any charges currently pending? ☐ Yes* ☒ No
*If yes, give particulars of each charge, including city, county, state: court and date: _____
10. Do you understand both the state laws and the local laws regulating the sale and distribution of beer in the City of Knoxville? ☒ Yes ☐ No
11. Do you understand that **allowing illegal gambling** on the premises will subject the permit to revocation? ☒ Yes ☐ No

AFFIDAVIT

I hereby solemnly swear or affirm that each statement in this application is true and correct and agree that if my statement is false, the permit issued may be revoked by the Beer Board, upon notice and hearing, and that the burden is on the permittee to prove the correctness of all the statements in this application.

I understand that this application is subject to the Tennessee Public Records Act and shall be open for inspection and reproduction by any citizen. Tennessee Code Annotated §10-7-503.

I, Tyler Kennedy, understand that by submitting this application, a background investigation shall be conducted and any and all documents related to my investigation shall become public records.

I, Tyler Kennedy, hereby release, absolve and hold harmless, the City of Knoxville, the Knoxville Beer Board, the Knoxville Police Department, its employees, agents and representatives, from any and all liability of whatever type for any damages, causes of actions, personal or property injuries which may result as a consequence of my application for a beer permit, background investigation, release of documents or any other matters related to employees, agents and representatives as stated above.

I have read and understand the foregoing Release and understand its provisions and voluntarily consent to abide by its requirements.

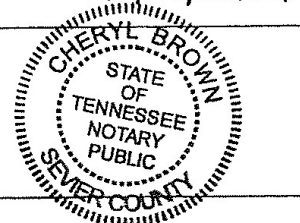
[Signature]
Signature of Applicant

Date: 11/5/2024

Sworn to and subscribed before me this 5th day of November, 2024

Notary Public: Cheryl Brown

My Commission Expires: 02/25/26



CITY OF KNOXVILLE
APPLICATION FOR BEER PERMIT

Property Details

Property Address: 500 E. Jackson Ave., Knoxville, TN

Directions to business, including any landmarks:

This is the location of the new Smokies baseball stadium - Covenant Health Park.

Property Owner Information:

Name	<u>SPORTS AUTHORITY OF THE COUNTY OF KNOX AND THE CITY OF KNOXVILLE</u>
Phone	<u>(800) 727-8045 (865) 523-7263 ;301 South Gay Street, Knoxville, TN 37902</u>

Neighborhood Demographics

Provide the following locations nearest to the business. Provide ALL lines of information requested. You may want to drive or walk the area around the business location to determine which facilities are closest. You will be held accountable for the information provided.

****Must be filled in completely – No Exceptions****

School / Day Care:

Name	<u>Green Magnet Academy</u>
Address	<u>801 Lula Powell Dr., Knoxville, TN 37915</u>

Funeral Home:

Name	<u>Unity Mortuary</u>
Address	<u>1425 McCalla Ave. Knoxville, TN 37915</u>

Hospital:

Name	<u>Fort Sanders Regional Medical Center</u>
Address	<u>1901 Clinch Ave., Knoxville, TN 37916</u>

CITY OF KNOXVILLE
APPLICATION FOR BEER PERMIT

Notice of Actions Contact

Pursuant to City of Knoxville Code Section 4-67, the City requires the applicant to designate an individual **residing within Knox County** to receive notice of actions of the City or the Beer Board and to accept service of process. Please provide the name of the individual, their position with the applicant (owner, manager, etc.) and their address (may be business location). Note that the applicant is required to notify the City in accordance with Section 4-67 if there is any change in this information. In addition to a local address, please provide an address to which certified mail may be sent.

BEER PERMIT APPLICATION:

Business Name: Professional Sports Catering, LL (@ Covenant Health Park)
Business Location: 100 E Jackson Avenue, Knoxville, TN

PERSON RESPONSIBLE TO RECEIVE SERVICE OF PROCESS:

Name: Tyler Kennedy
Position: Concessions Manager Phone (704-640-6148)
Address: 975 Wray St.
City, State, Zip: Knoxville, TN, 37917

CERTIFIED MAILING ADDRESS:

Name: Professional Sports Catering, LLC
Address: 980 N MICHAGAN AVE STE 400
City, State, Zip: CHICAGO, IL 60611 USA



STATE OF TENNESSEE
DEPARTMENT OF REVENUE

Certificate of Registration

December 10, 2024

KYLE FITZSIMMONS
PROFESSIONAL SPORTS CATERING LLC
2400 YORKMONT RD
CHARLOTTE NC 28217-4511

Letter ID: L1366583488
Account ID: 1002563006-SLC
Account Type: Sales and Use Tax

The above named taxpayer has filed an application for sales and use tax registration for the place of business at the below referenced location address. The Tennessee Department of Revenue issued this Certificate of Registration in accordance with Tenn. Code Ann. §§ 67-6-601 and 67-6-602. The Certificate of Registration must be publicly displayed at the location address for which it is issued. The tax account number and location number on this certificate are used by the Department to identify your account and must be shown on all correspondence and reports. The certificate is not assignable and is valid only for the above referenced taxpayer and for transactions of business for this registration. **In accordance with Tenn Code Ann. § 67-6-607, it is a Class C misdemeanor for any person to misuse a Certificate of Registration for the purpose of obtaining taxable property without the payment of sales or use tax when it is due. Such wrongful use is grounds for the Commissioner to revoke the taxpayer's Certificate of Registration.**

Tax Returns

All sales and use tax returns must be filed and associated tax payments made electronically to the Department. Taxpayers may do this at <https://tntap.tn.gov/eservices/>. Taxpayers should file the sales and use tax return according to their filing frequency on the 20th day of the month following the reporting period. If your business opens after the 20th of the month, you may report sales made during the remaining days of the month with the next reporting period. In order to avoid penalty and interest charges, all returns must be filed and all associated tax payments must be made on or before the due date for the reporting period. Taxpayers should always file a return for their business, even if they do not make any sales during a reporting period.

Detach here and display in public area



Tennessee Department of Revenue
Certificate of Registration
Sales and Use Tax

PROFESSIONAL SPORTS CATERING LLC
500 E JACKSON AVE
KNOXVILLE TN 37915-1103

Effective Date: December 10, 2024
Account No.: 1002563006-SLC
Location No.: 1001786583
Filing Status: Monthly

David Gerregano
Commissioner of Revenue



Tre Hargett
Secretary of State

Division of Business Services
Department of State
State of Tennessee
312 Rosa L. Parks AVE, 6th FL
Nashville, TN 37243-1102

Filing Information

Name: **Professional Sports Catering, LLC**

General Information

SOS Control #	001569941	Formation Locale:	ILLINOIS
Filing Type:	Limited Liability Company - Foreign	Date Formed:	07/25/2006
	08/19/2024 10:36 AM	Fiscal Year Close	12
Status:	Active	Member Count:	1
Duration Term:	Perpetual		
Managed By:	Manager Managed		

Registered Agent Address
CORPORATION SERVICE COMPANY
2908 POSTON AVE
NASHVILLE, TN 37203-1312

Principal Address
STE 400
980 N MICHAGAN AVE
CHICAGO, IL 60611

The following document(s) was/were filed in this office on the date(s) indicated below:

Date Filed	Filing Description	Image #
08/19/2024	Initial Filing	B1564-0530

Active Assumed Names (if any)	Date	Expires
--------------------------------------	-------------	----------------

Responsible Alcohol Services | Standards

Purpose

At Levy we are committed to providing our guests with a memorable dining experience every time. This includes responsible service of alcoholic beverages.

Objectives

After viewing this Core Signature, you will be familiar with standards and practices that conform to all legal requirements for the service of alcohol.

Responsibility

It is the responsibility of everyone who sells/serves alcohol at a Levy location to comply with all alcohol service standards. All Levy Team Members, temporary employees, subcontractors, volunteers, and salaried managers who handle, or manage those who handle the sales or service of alcohol, must understand and follow each of these standards in their entirety. Levy prides itself on providing a fun and safe environment for all of our guests and alcohol compliance is included in that.

Standards

The following standards will be exercised by all locations. It is critical that everyone understands and upholds all of these standards:

- The sale and service of alcohol during hours not authorized by law is absolutely prohibited.
- Levy and non-Levy Team Members may not serve beer, wine, or liquor to anyone under the age of 21 years old. Anyone who appears to be 30 or younger must be asked to present an ID. Some locations may card higher than 30, but never lower.
- All Levy and non-Levy Team Members who deliver an alcoholic beverage to a guest must ask for and receive a valid ID from those who appear 30 or younger to verify guest is of legal drinking age. This includes Servers, Hawkers, In-Seat Runners, etc.
- If a Levy or non-Levy Team Member observes a guest who has provided a proper ID transfer a purchased alcoholic beverage to a guest who appears to be 30 years or younger, the team member must obtain a valid ID from the guest in question. If a valid ID cannot be provided by the guest in question, the beverage must be taken away.
- Levy and non-Levy Team Members will not sell any tobacco products to any guest under the age of 18. Team members must ask for and be presented with a valid ID from any guest who appears 30 years of age or younger.
- Levy does not utilize wristbands as proof of age for the sale of alcoholic beverages. Some location clients may mandate the use of wristbands to identify those guests 21 years or older. Levy and non-Levy Team Members must still ask for and receive a valid ID prior to the sale of any alcoholic beverages to any guest who appears 30 years of age or younger.
- Any Levy or non-Levy Team Member making the sale is responsible for ensuring the guest is 21 regardless of wrist bands or other carding procedures taken place at the point of entry into the facility. These measures do not alleviate the responsibility of the server to ask for ID at the time of sale.
- The following are the only acceptable forms of ID at Levy locations. All must contain a photo, be unexpired and valid:
 - ✓ United States or Canadian Driver's License
 - ✓ United States or Canadian State ID
 - ✓ Military ID
 - ✓ Valid Passport
 - ✓ Mexican Consular ID Card
 - ✓ US Passport Card
- Levy and non-Levy Team Members must physically examine all forms of ID outside of their protective covers by touching and handling it to ensure its validity.
- Levy does not confiscate an ID that is in question or appears to be altered. However, if a guest leaves their ID with a Levy or non-Levy Team Member, they must turn the ID into Levy management.
- No more than 2 alcoholic drinks may be sold or served to a guest at any time per ID. If a guest already has a drink present, they will only be allowed to order one additional drink. This limit may be lessened during certain events at the discretion of the location's DO or GM in conjunction with Regional VP approval, but they may never be increased.

All drinks will be made according to Levy standards.

Pouring Controls Standards

- Jiggers or other measuring devices will be used for all liquor drinks made.
- No free pouring, jiggers must always be used.
- All specialty drinks must be poured to exact recipe measure
- A double is considered two drinks, only one double per transaction per ID
- Non-alcoholic mixed drinks are to be served in a distinctly different vessel from alcoholic beverages, at a different price point, and easily discernable from alcoholic beverages.
- All bars, portables, and banquets will have jiggers and/or other measuring devices for the preparation of all liquor drinks.
- The optimal number of jiggers is 2 per bartender station: Stainless Steel Jigger that has 1 ¼ oz on one side and ¾ oz on the other and/or graduated measurements is recommended
- 1.25 oz. shots for single liquor mixed drinks. Neat pours and shots are not permitted
- Multiple liquor drinks may not exceed 2 oz of base spirit.
- 5 oz. pour for wine when using bottles.
- Draft, bottled or canned beers must not exceed 25 oz.

Limits may be lessened during certain events at the discretion of the DO /GM in conjunction with Regional VP approval, but they may never be increased.

- Proper signage will be displayed on the premises at all times in proper locations and stating required information. Please see refer to the Signage Standards Core Signature.
- The sale of alcoholic beverages to an obviously intoxicated guest is prohibited. Any Levy or non-Levy Team Member found serving alcohol to anyone who obviously appears to be intoxicated will be subject to disciplinary action up to and including termination.
- If a Levy or non-Levy Team Member observes an obviously intoxicated guest with an alcoholic beverage, the beverage must be taken from the guest's possession. It may be required to enlist the help of management and or security if necessary.
- Any Levy or non-Levy Team Member who engages in pouring alcoholic drinks, unless assigned to do so by Levy as part of their job responsibilities, may be subject to disciplinary action up to and including termination.
- Levy will make available alternative means of transportation to any intoxicated guest who requests it.
A manager must be notified immediately if a guest is believed to be intoxicated.
- Team members may be subject to disciplinary action up to and including termination if they engage in any of the following. If witnessed or suspected, a supervisor or manager must be notified immediately.
 - ✓ Unauthorized consumption of alcoholic beverages, unlawful drugs, or controlled substances while on the premise or any working area operated by Levy.
 - ✓ Selling, delivering, or storing any unlawful drugs or controlled substances in any work area or on Levy property.
 - ✓ Demonstrating signs of intoxication while on duty.
 - ✓ Reporting for work under the influence of alcoholic beverages or controlled substances.
 - ✓ Being in possession of, or bringing to the workplace, any intoxicating beverage or controlled substances
 - ✓ Acting in lewd or lascivious behavior, acts of solicitation, or the implication to anyone that they will engage in such acts.
 - ✓ Violating the Levy Alcohol and Drug Policy.
 - ✓ Violating the Levy Responsible Alcohol Service Standards.

- Levy recognizes that there may be applicable local, state, federal, province, and other laws that may mandate requirements that are more restrictive than the above stated standards. In all such cases, the applicable local, state, province, and all other laws shall apply.
- All Levy and non-Levy Team Members involved in selling and or delivering alcoholic beverages to our guests must remember that Levy's ability to sell alcohol at our venues is regarded by the law as a privilege not a right, and should be treated as such.
- As a condition of employment with Levy, Levy and non-Levy Team Members who sell or serve alcohol must possess any applicable certification to meet local, state, or any other mandates to serve alcohol with the location's jurisdiction prior to their first day of work. As a condition of employment with Levy, anyone who sells/serves alcohol must complete Levy specific alcohol training prior to their first day of work. Please see Responsible Alcohol Service Location Training Core Signature.

Responsibility

It is the responsibility of everyone who sells/serves alcohol at a Levy location to comply with all alcohol service standards. All Levy Team Members, temporary employees, subcontractors, volunteers, and salaried managers who handle, or manage those who handle the sales or service of alcohol, must understand, and follow each of these standards in their entirety. Levy prides itself on providing a fun and safe environment for all of our guests and alcohol compliance is included in that.

Responsible Alcohol Services | Training

Purpose

At Levy we are committed to providing our Guests with a memorable dining experience every time. This includes responsible service of alcoholic beverages. This Core Signature will explain in detail the approach each Levy location must take to comply with responsible alcohol training regulations and company policies

Objective

After reading this Core Signature, you will be familiar with training requirements for:

- Not-For-Profit organizations/volunteers
- Temp agencies and sub-contractors
- Levy team members in all different departments
- Salaried managers
- Any exception requests.

Standards

Levy has partnered with ServSafe Alcohol to train our team members on local, state, federal and province alcohol regulations. This will include serving responsibly, consequences of irresponsible alcohol service, and Levy standardized policies. The options available for the ServSafe training will be **Live Instructor-Led** and **Online**. There will also be a Levy specific online training that covers all our Core Signature specifications. This training is required in different capacities in every Levy location. The below outlines all the details of Levy's alcohol training.

Recommendation: For large groups of team members, i.e. new hire classes and re hire classes, facilitate an instructor led class. For ad hoc team members or mid-season hires, use online. When possible, it will be in the best interest of the location to utilize the online ServSafe Alcohol training.

DELIVERY	WHO COMPLETES	HOW OFTEN	EXCEPTIONS
Levy Online Core Signature Training (Levy RAS), included in all Creating Legends online training	Everyone	Yearly	There are no exceptions to the completion of this training
*ServSafe Alcohol Online Certification (or their state-specific equivalent)	All Levy or non-Levy Team Members (temps, volunteers, subcontractors) who sell/serve alcohol, or manage others who sell/serve alcohol	Every 3 years (unless state determines more frequent)	
OR			
*ServSafe Alcohol Live Instructor Led Training (or their state-specific equivalent)	All Levy or non-Levy Team Members (temps, volunteers, subcontractors) who sell/serve alcohol, or manage others who sell/serve alcohol	Every 3 years (unless state determines more frequent)	

Anyone serving alcohol will need to get fully certified prior to doing so.

Standards (cont.)

Levy Alcohol Training Policies

Who is Trained, How is it Delivered, How Long Does Certification Last

No Levy Team Member, NFP volunteer, sub-contractor, supervisor, temp or salaried manager may sell or serve alcoholic beverages until they have successfully completed either the onsite or online ServSafe Alcohol certified training

Temps and volunteers not serving alcohol must only complete the Levy Core Signatures online training (Levy RAS) prior to working an event. If a temp or volunteer will be serving alcohol, they must obtain a full ServSafe Alcohol certification. BOH non-Levy Team Members will complete the Levy Core Signatures online training (Levy RAS) within their first 30 days of hire/first 30 days of the season. This is found in the Volunteer/Temp/Subcontractor Creating Legends online training

All Team Members, managers, sub-contractors, temps and volunteers will complete the Levy Core Signatures (Levy RAS) online, or in-person training regardless of whether or not they sell or serve alcohol. This is found in the yearly Creating Legends course

All FOH managers who sell/serve alcohol or manage others who sell/serve alcohol must complete their ServSafe Alcohol certified training within their first 30 days of employment. The Levy Core Signature (Levy RAS) online training should be completed within their first week during Creating Legends training

Any Levy Team Member serving alcohol that already possess a state recognized certification, only be required to complete the Levy Core Signatures (Levy RAS) online training

If Levy Team Members prefer to complete the ServSafe Alcohol online training instead of the ServSafe Alcohol instructor led training, they may do so. It will be up to the location's discretion as to how to pay them. It is recommended to add 2.5 hours onto their timecard after successful completion is verified. Completing the training online at home is voluntary, **but is the recommended way of completing the training**

To ensure we manage costs appropriately, Levy Team Members who do not serve alcohol should not go through the full certification training. If they already possess a certification, they need to only complete the Levy Core Signature (Levy RAS) training annually.

Monitoring and Recording Training

All Levy Team Members, NFP volunteers, temps and sub-contractors who sell/serve or manage others who sell/serve alcohol must have proof of proper certification before they are allowed to work or volunteer for an event.

- o For Levy Team Members this should be provided at the beginning of employment or whenever they are re-certified after previous certification expires
- o NFP volunteer, temporary, and sub-contractor group leads should provide a list of people attending the event with proof of completion. If proof is not provided, that person may not work the event

Exception: Any group that has signed a Non-Alcohol contract is exempt. This must be verified by the Levy Legal Department

All locations will keep a sign-in sheet to verify attendance for live instructor led training

All Levy Team Members should be certified via the Levy-ServSafe portal. A monthly report is distributed tracking compliance of all Team Members who have completed their ServSafe Alcohol training through said portal.

Internal Audit will use the same reports that managers do for the QRE

Alcohol Safety Coordinators and Instructor Requirements

Alcohol Safety Coordinators will be trained as ServSafe instructors/proctors and will conduct all live alcohol training sessions as needed. It is recommended that there are 2 or more people trained as instructors per location. Instructions to become a certified trainer are below

Levy managers who are facilitating live training will be responsible for adding in all state/location specific requirements

If no Levy manager is available to facilitate ServSafe live alcohol training, another Levy manager in the area should be requested. A compiled list of all Levy certified trainers will be available.

If no Levy manager in the area is able to facilitate ServSafe live alcohol training, a request for a National Restaurant Association certified trainer must be made on Levy Dish. The cost to have a NRA trainer facilitate training will be \$1500 per day and will NOT be covered by the Home Office. A request for an NRA certified trainer must be made at a minimum of 6 weeks in advance- No Exceptions

All locations will require a proctor to administer the exam, details on how to become a proctor can be found below.
You cannot proctor your own exam

Course Details

ServSafe is a nationally recognized supplier of responsible alcohol training and is accepted by many county requirements such as BASSET. If ServSafe does not meet specific requirements, those requirements will also need to be filled by anyone serving alcohol

Both the live instructor led ServSafe Alcohol training and the online ServSafe Alcohol training will be 2.5-3 hours in length. The Levy online Core Signatures (Levy RAS) training is included in new hire/re hire/yearly Creating Legends training. The entirety of that training is 2.5 hours

The online ServSafe Alcohol training and the Levy online Core Signatures (Levy RAS) training will be available via mobile devices

Responsibility

The Director of Operations/General Manager, Alcohol Safety Coordinator and HR will ensure that all appropriate Levy team members and salaried managers receive the appropriate responsible alcohol service training and certifications. This includes the online Levy Core Signatures (Levy RAS) training and all local, state, federal and province alcohol requirements. It will be the responsibility of the Alcohol Safety Coordinator, DO/GM and HR to ensure live classes are set up in the appropriate manner and time frame. Materials to conduct instructor led alcohol training will be ordered during pre-season planning and housed at the location.

Measurement

- Each location will be audited on a yearly basis to ensure everyone is completing the appropriate alcohol service training. This will include all Levy Team Members, managers, volunteers, temps and subcontractors
- Audits will be completed for full ServSafe Alcohol certifications and the Levy online Core Signatures (Levy RAS) training
- Exceptions will only be granted through the exception request form on Levy Dish

Procedure/Process

- Pre-Season training will be set up by HR and facilitated by the certified instructor (Alcohol Safety Coordinator). If one is not available, other Levy certified managers should be contacted. If no other Levy manager is available a NRA certified trainer will be requested at a minimum of 6 weeks in advance- No exceptions
- Team members serving alcohol who completed the ServSafe certification in the previous year will not need to be re-certified, but will need to complete the Levy Core Signatures online training
- Team members not serving alcohol will only need to complete the online Levy Core Signatures training. This training is 30 minutes in length and can be completed on a mobile device
- Restaurants, Convention Centers and any other location that does not have a seasonal calendar can set up live instructor led training at any time throughout the year
- Materials to conduct instructor led courses will be ordered and distributed to locations upon request, the cost of these materials will be covered by the Home Office

Relevant forms, templates & supporting documents

- <https://mycompass2.compass-usa.com/sectors/levy/departments/hr/Pages/Responsible-Alcohol-Service.aspx>

Responsible Alcohol Services | Signage Standards

Purpose

Signage standards have been created to ensure we communicate a clear and consistent message in regards to responsible alcohol service.

Objective

This Core Signature will explain what signage is required in both premium and concessions areas. It will also explain how you obtain them.

Standards

Appropriate signage must be displayed to indicate Levy's responsible alcohol policies and procedures. All signs will be posted and visible to the guest at each point of sale. The signs must be eye level or above and displayed by each vendor. If there is additional signage required by liquor licensing laws, those must be posted as well.

Beverage Requirements on Every Sign	
Serving Limitations	No more than 2 alcoholic beverages per guest per ID may be sold or served to a guest at any time. This limit may be reduced for special circumstances at the discretion of the location DO/GM, if approved by the RDO, however it may never be increased.
Batched Alcohol	<p>Batched alcohol must be clearly labeled with a sticker or signage indicating "contains alcohol".</p> <p>Alcoholic mixers (schnapps, etc.) cannot be the only alcoholic ingredient in a batch cocktail.</p> <p>Guest-facing signage should include the word "alcohol" or the name of the spirit to clearly indicate its contents. Specialty drink names must be approved by the location leader.</p> <p>Team members should be trained at the location to recognize batched alcohol and its serving requirements to ensure responsible service.</p>
Discontinuation of Service for Concessions	<p>The sale and service of all alcoholic beverages will cease at specific times during events, related to the game clock or duration of the event. This includes all general concessions areas, mini restaurants, in-seat service areas, and portable bars in accordance with the following:</p> <ul style="list-style-type: none"> • Baseball: Discretionary (subject to Legal's approval) • Football: End of the 3rd Quarter • Hockey: 12 Minute Mark of 3rd Period • Basketball: End of the 3rd Quarter, or 10 Minutes Mark of 2nd Half Men's College Basketball • Soccer: The 75 Minute Mark • Concert: 1 Hour Prior to End of Performance • Racing: When 25 Laps Remain • Golf & Tennis: At Management Discretion <p>All local, state, federal, and province signage requirements must be incorporated as well. Any deviation to above items must be approved in advance and in conjunction with the Regional VP.</p>
Discontinuation of Service for Premium	The sale and service of all alcoholic beverages will cease at the discretion of management for Suites, Clubs, Premium Bars, Restaurants, and Premium In-Seat Service.
Signage Orders	<p>RAS signage for Premium can be ordered by contacting Dan Veaser (dveaser@levyrestaurants.com).</p> <p>For Concessions or any customized signage needs, submit a design request via Workfront.</p>

Responsibility

All salaried managers in concessions and premium areas must ensure that all signs are posted appropriately. Either the alcohol safety coordinator, HR manager, or DO/ GM should order signs when necessary.

CITY OF KNOXVILLE
INTEROFFICE MEMORANDUM

DATE: 11-21-24

TO: Donald Jenkins, City Surveyor
Engineering Department

FROM: Mark Byrd, Collections Officer
Finance Department

RE: Request for distance measurements for beer permit application

Please measure the distances from the below indicated beer permit applicant's proposed location to the public facilities indicated and forward this information back to me. As required by law, this information is necessary to process the applicant's beer permit request. Thank you in advance for your assistance.

Business name: Professional Sports Catering LLC

Business location: 500 E Jackson Ave

Property description: ☒ New construction ☐ Pre-existing structure

Directions to and/or landmarks near location: _____

SCHOOL/DAYCARE: Green Magnet Academy

Name: _____

Address: 801 Lula Powell Dr

Distance/feet: MORE THAN 300'

FUNERAL HOME: Unity Mortuary

Name: _____

Address: 1425 McCalla Ave

Distance/feet: MORE THAN 300'

HOSPITAL: Fort Sanders Regional Medical Center

Name: _____

Address: 1901 Clinch Ave

Distance/feet: MORE THAN 300'