

FREDERICK COUNTY LIQUOR BOARD
APPLICATION FOR CLASS C SPECIAL LICENSE (PER-DIEM)

APPLICATIONS SUBMITTED WITHOUT 2 WEEKS NOTICE ARE SUBJECT TO A LATE FEE WITH APPLICATION FEE

TYPE OF LICENSE:

- Non-Profit** (select one): Beer Only (\$10/day) Beer & Wine (\$10/day) Beer, Wine & Liquor (\$30/day)
- Frederick County Based Business** (select one, all types are \$50/day): Beer Only Beer & Wine Beer, Wine & Liquor
- Promoter's License** (select one, see page 2 for fees): Beer Only Beer & Wine Beer, Wine & Liquor
- Multi-Event License** (see last page)

Date of Event: _____ Hours of Event: _____ Hours of Alcohol Service _____

Rain Date: _____ Estimated # of Attendees _____ Indoor Outdoor

Name of Organization _____

Address of Organization _____

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Name of Applicant: _____ Email: _____

Home Address: _____

Phone/Cell#: _____ Driver's License# (**attach a copy**): _____

Country of birth: _____ If not a US Citizen: Naturalized at: _____ Year: _____

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Event Name: _____ Basket of Cheer: Yes No

Alcohol Awareness (**attach a copy**): Name: _____ Exp: _____ Name: _____ Exp: _____

Will there be Entertainment: Yes No Hours: _____ Type: _____

Caterer/Food Vender: Name: _____ Phone#: _____ Email: _____

Will a Brewery/Winery/Distillery be **at** the event: Yes No Providing Special Event Bottles: Yes No

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Name and Address where event will be held: _____

Owner of Facility: _____

Description of Designated Alcohol Area (**attach a diagram, see last page**): _____

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Alcohol Plan: How will you be serving/selling alcohol?:

How will identification be checked?:

If persons under 21 are allowed to attend the event, how will they be differentiated from those who are over 21 years old?:

Additional Info.:

It is important that you realize the responsibility associated with the issuance of the license. All persons or groups using the license as authorized under the Alcoholic Beverages Article of the Annotated Code of Maryland are required to ensure compliance with all State and County laws, rules and regulations, and terms and conditions of the Board of License Commissioners for Frederick County. Special notice should be taken of the following:

1. A license is required when alcohol is being sold at a cash bar, included in a price of a ticket or entry fee (set fee or donation), or for a purchase of a ticket or token to exchange for an alcoholic beverage.
2. A Promoter's License is required for a for-profit organization. The license shall be obtained from the Board before the organization may help publicize, sell tickets for, organize, operate, produce, or stage an event where alcoholic beverages are sold. Alcoholic Beverages Article §20-1103.
3. Non-profit completed applications must be submitted to the Liquor Board at least two weeks prior to the event to avoid a \$25 late fee. For Promoter's license, please see #2.
4. The applicant must be a resident of Maryland
5. The applicant has not had a license for alcoholic beverages denied or revoked.
6. If, in the Board's discretion, the event is a threat to health, peace and safety of the neighborhood, the license will be denied. If in the Board's discretion, the organization abuses the privilege of the license, the license will be denied.
7. The applicant attest they have not been adjudged guilty of violating the laws governing the sale of alcoholic beverages within the United States or for the prevention of gambling in the State of Maryland, or adjudged guilty of any felony against the laws of the State of Maryland or of the United States.
8. The Comptroller, the Comptroller's duly authorized deputies, inspectors and clerks, the Board of License Commissioners for Frederick County or its representatives, its duly authorized agents and employees, and any peace officer of Frederick County are authorized to inspect and search, at any and all hours, without a warrant, the premises and any and all parts thereof upon in which the business is to be conducted.
9. All persons must be at least 21 years old to purchase alcoholic beverages. An employee/volunteer shall be 18 years old to serve or sell any alcoholic beverage.
10. No intoxicated person may be served any alcoholic beverage.
11. Alcohol cannot be advertised as "free" or buy one get one "free", however can be **included** in the cost of a ticket or entry fee.
12. Licenses must be fully utilized. (i.e. if you have a license for beer and wine, you must have available at the event both beer and wine).
13. Beer, Wine and Liquor may be purchased from a retailer in Frederick County or a wholesaler that is licensed to sell beer and wine in Frederick County. Remember to get an itemized receipt from the retailer or wholesaler. The itemized receipts must be available for the inspectors to review at the event. It is recommended to have the receipts stapled to the back of the license.
14. Alcohol can only be sold for on-site consumption. Any and all exceptions must be approved by the Liquor Board.
15. Adhere to the hours printed on the license, you cannot start earlier or end later.
16. The license must be posted at the event preferably near the serving area.
17. There must always be at least one person that is alcohol awareness trained at the event.
18. The licensee and alcohol awareness trained person are not permitted to consume alcohol at the event. Volunteers/Employees serving/selling alcohol at the event, are not permitted to consume alcohol if in the service of alcohol.
19. At least one licensee must remain at the premises of the event in its entirety, and must see that order is kept at all times
20. Acceptable identification is a valid US Government issued identification with a picture and date of birth. Checking identification is recommended to prevent distribution of alcohol to minors
21. An organization may raffle up to 10 Baskets of Cheer per an event, however, the baskets must contain Maryland based product.
22. Alcohol must be contained in the licensed area. (Outdoor areas must have a 42" barrier approved by the Liquor Board Inspector). It is suggested to place signs on exit ways stating, "No Alcohol Permitted Beyond this Point."
23. If inclement weather could affect your event set-up what is your plan? Your license cannot be transferred to a new address, a new application will be required.
24. Brand new events or organizations that have never obtained a license from Frederick County requires a pre-event meeting.
25. Cost of license:
 - a. Non-Profit \$10/day-Beer Only or Beer & Wine; \$30/day-Beer, Wine & Liquor
 - b. Frederick County based For-Profit Business \$50/day (for any type of license)
 - c. Promoter's License:
 - i. \$50/day for events expecting fewer than 500 individuals
 - ii. \$250/day for events expecting 501-1,000 individuals
 - iii. \$600/day for events expecting 1,001-3,000 individuals
 - iv. \$1,000/day for events expecting more 3,000 than individuals

I hereby certify that if the license is granted, I will conform to all State and County laws, as well as to the rules and regulations of the Board of License Commissioners for Frederick County and hereby grants permission to the State Comptroller, his duly authorized

