

APPLICATION CHECKLIST SPECIALS

Event Name: _____ Event Date: _____

Contact Name _____ Contact Phone/Email _____

Payment Amt: _____ Date: _____ CC Check Cash

Items to Submit with Application:

- City County
- Non-Profit (per day fee)
 - B-\$10
 - BW-\$10
 - BWL-\$30
- Promoter's License
 - B BW BWL
 - \$50/day for events expecting fewer than 500 ppl
 - \$250/day for events expecting 501-1,000 ppl
 - \$600/day for events expecting 1,001-3,000 ppl
 - \$1,000/day for events expecting >3,000 ppl
- \$50 Late fee (check if app was received less than two weeks before the event)
- Is this a Multi Event (Must be same Organization, same person, and same place)
- Completed Application (with all signatures)
- Copy of ID
- Landlord's Signature *Landlord signature (example: Mayor sign off for Carroll Creek events)
- Diagram includes
 - *Tent placement if applicable
 - *Anything over a 10x10 must be approved by:
 - *Fire Marshal & *Permits
 - *Detailed showing setup of event
 - *Note where alcohol is being served or stored
- Alcohol Plan (*Template available*)
- Alcohol Awareness Certificate
 - *100% of people who SELL or SERVE alcohol must be certified*
- Rules and Regulations Initialed
 - *Must have each line-item initialed acknowledging they have been read and understood.
 - *May use N/A if statement does not apply
- Crowd Manager Certificate
 - *50-250 requires 1 person, then 1 every 250 after
- Peddlers Permit for selling items
 - *If applicable. This is obtained thru the City
- Food Vendors *List must be attached and submitted to the Health Department

For Internal Use Only

Application Accepted Date: _____

License Number: _____

- Input Application in IPS
- Payment Processed and Recorded (IPS & Ledger)
- Logged on Special Spreadsheet
- Logged on Calendar
- Inspector Review

Insp Name: _____ Date: _____

Approved Pre-Event Mtg _____ Denied

Comments: _____

Notifications:

Approvals:

- Zoning (date email sent): _____ Zoning (date recv'd): _____
- Permits (date email sent): _____ Permits (date recv'd): _____
- FM (date email sent): _____ FM (date recv'd): _____
- Health (date email sent): _____ Health (date recv'd): _____

Approvals Not Required

Date Issued: _____

Emailed Given to Inspector: _____

Administrative Fees Effective January 1, 2023:

- *\$25 for events expecting fewer than 500 individuals
- *\$75 for events expecting 501-1,000 individuals
- *\$150 for events expecting 1,001-3,000 individuals
- *\$500 for events expecting 3001 or more individuals

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
 Alcohol being Raffle: Yes No How many baskets?: _____

Alcohol Plan: Please provide a detailed alcohol plan explaining how you will be selling/serving/monitoring alcohol. How will you differentiate between people who are over/under 21? **ATTACH A DIAGRAM** (be sure to identify serving areas)

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 Alcohol Tobacco Commission, their duly authorized deputies, inspectors and clerks, the Board of License Commissioners for Frederick County, its duly authorized agents and employees, and any peace officer of Frederick County to inspect and search at any and all hours, without warrant, the premises and any and all parts thereof upon and in which said business is to be conducted. Affidavit: "By signing this application, I do solemnly declare and affirm under the penalties of perjury that the contents of the foregoing document are true and correct to the best of my knowledge, information, and belief."

Signature of Applicant (A)	Printed Name of Applicant	Date
Signature of Applicant (B)	Printed Name of Applicant	Date

Multi-Event Licenses if you are having multiple events within a calendar year at the same location with the same licensee, then you do NOT need to complete an additional application, just complete the section below:

DATE:	TIMES:	EVENT:	CHANGES:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- Payment can be made online using credit card or check by clicking [HERE](#). Please note service fees will automatically be assessed.
- Completed applications and additional documents are to be emailed to: LiquorBoard@FrederickCountyMD.gov.
- For every event expecting 50-250 people, there must be at least 1 Crowd Management certified person. Additional certified persons are required for every additional 250 people expected at the event. This is per Frederick County Fire Marshal regulations. For training, please contact Fire and Rescue at 301-600-1479. For more information on Crowd Management and online training click [HERE](#).

***Administrative fees will be assessed once per application issued beginning January 1, 2023.**

- Additional Administrative Fees:
 - \$25 for events expecting fewer than 500 individuals*
 - \$75 for events expecting 501-1,000 individuals*
 - \$150 for events expecting 1,001-3,000 individuals*
 - \$500 for events expecting 3001 or more individuals*

The Board reserves the right to assess additional administrative fees for events expecting 5,000 or more individuals.

It is important that you realize the responsibilities associated with the issuance of the license. All persons or groups using the license 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.

By initialing each line below, you are acknowledging your agreement and understanding of the following:

1. All employees/volunteers that will be in the service of alcohol must be Alcohol Awareness trained. Certificates must be submitted to the Liquor Board with your application and kept on site at the event and accessible for Inspector review. _____
2. The licensee and Alcohol Awareness trained persons 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. _____
3. At least one (1) licensee must remain at the premises at all times of the posted license hours. _____
4. An application filed within thirteen (13) to six (6) days of the event will be processed at the discretion of the Board Director and will be subject to a late fee of \$50. Applications submitted within five (5) days of the event will be processed at the discretion of the Board Director and will be subject to a late fee of \$100. _____
5. A minimum of one (1) licensee must be a resident of Maryland. _____
6. The Board has the discretion to deny or revoke a license if there is a threat to public welfare. _____
7. The Alcohol Tobacco Commission (ATC), or its representatives, the Board, or its representatives, and any peace officer of Frederick County are authorized to inspect and search, without a warrant, the premises and any and all parts thereof upon which the business is to be conducted. _____
8. All persons must be at least 21 years old to purchase alcoholic beverages. An employee/volunteer shall be at least 18 years old to serve or sell any alcoholic beverage. _____
9. No visibly impaired person may be served any alcoholic beverage. _____
10. 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. _____
11. Beer, Wine, and Liquor may be purchased from a retailer in Frederick County or a wholesaler that is license to sell beer, wine, and liquor in Frederick County. An itemized receipt must be available for the inspectors to review at the event. _____
12. Alcohol can only be sold for on-site consumption. All exceptions must be approved by the Liquor Board. _____
13. Adhere to the hours printed on the license, you cannot start earlier or end later. _____
14. 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. _____
15. The license must be posted at the event in the serving area. _____
16. An organization may raffle alcohol with approval. No more than (10) “baskets” per an event. _____
17. Alcohol must be contained in the licensed area. Outdoor areas must have a barrier approved by the Liquor Board Inspector. It is suggested to place signs on exit ways stating, “No Alcohol Beyond This Point”. _____
18. New and returning events/licensees may require a pre-event meeting. _____
19. 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. _____

Affidavit:

“By signing this application, I do solemnly declare and affirm under the penalties of perjury that the contents of the foregoing document are true and correct to the best of my knowledge, information, and belief.”

Signed: _____ Printed: _____

Date: _____