



# APPLICATION FOR TEMPORARY ALCOHOLIC BEVERAGE LICENSE

## ALCOHOLIC BEVERAGES ARTICLE, ANNOTATED CODE OF MARYLAND

**Completed Application and diagram must be filed within 30 days of the desired hearing date.**

Classification of License Sought (check only one)  
 Class D (beer only) Fee: \$45.00 per event  
 Class C (beer, wine, and liquor) Fee: \$25.00 per day

Name of Applicant: \_\_\_\_\_ (insert legal name of entity)

**\* Prior to the hearing, the Clerk will verify that the entity is in "good standing" with SDAT; temporary licenses will NOT be issued to an entity that is not in good standing. For more information about this and/or to verify the status of your entity, visit the SDAT website: [www.dat.maryland.gov](http://www.dat.maryland.gov).**

Applicant's Principal Place of Business: \_\_\_\_\_ (insert full mailing/premises address)

Premises to be used for event: \_\_\_\_\_ (insert premises address)

Primary Purpose of the event (e.g. fundraiser, concert, fellowship, etc.) \_\_\_\_\_

**\* Certain events may require a Temporary Use Permit. For more information, you must contact the Department of Planning & Growth Management: (301) 645-0540. A Temporary Alcoholic Beverage license will not be issued until PGM has indicated that either (i) a Temporary Use Permit has been issued or (ii) the Permit is not required.**

Intended Recipient of Proceeds from the Event (if any): \_\_\_\_\_

Date(s) of the event:	From: _____ To: _____	Hours of operation	From: _____ To: _____	Rain Date:	From: _____ To: _____	# Persons expected:	
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Please explain how your organization plans to: (1) ensure that minors will not receive alcohol; and (2) establish visual boundaries/barriers to prevent alcoholic beverages from being removed from the premises.

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List any individual/entity that will be providing security for the proposed event:

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Have you ever been convicted of a felony?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you ever been adjudged guilty of violating the laws governing the sale of alcoholic beverages; or for the prevention of gambling in the State of Maryland?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
			If YES, please explain:		

Has applicant ever held a Temporary Alcoholic Beverage License:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If YES: Date last license was issued:		Number of Temporary Licenses held by applicant within the current calendar year:	
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**SWORN STATEMENT BY APPLICANT:**

I, \_\_\_\_\_ (insert printed name of Officer/Authorized Person), am a resident of Charles County, having an address of \_\_\_\_\_ (insert full property address including city, state, and zip code).

By signing below, I DO DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE ABOVE-STATED FACTS ARE TRUE AND I AM AUTHORIZED TO FILE THIS APPLICATION ON BEHALF OF THE APPLICANT AND HOLD THE TEMPORARY LICENSE.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Alternate Number:** \_\_\_\_\_ **E-Mail Address:** \_\_\_\_\_

**CONSENT BY PROPERTY OWNER:**

I, \_\_\_\_\_ (insert printed name), have reviewed this application for a Temporary Alcoholic Beverage License and by signing my name below, I hereby confirm that the applicant has received my assent to the undertaking of this License and Event.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Alternate Number:** \_\_\_\_\_ **E-Mail Address:** \_\_\_\_\_

If the property is owned by a legal entity (e.g. corporation, LLC, trust, estate) rather than living person(s), please provide the name of the legal entity:

**Legal Name of Entity:** \_\_\_\_\_

By signing below, I DO DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT I HAVE THE AUTHORITY TO BIND THE ABOVE-NAMED LEGAL ENTITY THAT OWNS THE PROPERTY AS DESCRIBED IN THIS APPLICATION.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Alternate Number:** \_\_\_\_\_ **E-Mail Address:** \_\_\_\_\_

**TYPES OF TEMPORARY ALCOHOLIC BEVERAGES LICENSES:**

Class D (beer only): To be eligible for this type of license, the licensee must be a religious, fraternal, civic, veterans', charitable, or hospital supporting organization.

Class C (beer, wine, and liquor): To be eligible for this type of license, the licensee must be a club, a society, or an association. A "club" as being "an association or corporation" that is "(1) organized and operated exclusively for educational, social, fraternal, patriotic, political or athletic purposes; and (2) not-for-profit."

**PROCEDURES:**

1. The person signing this Application on behalf of the Applicant **must** be (1) an Officer or Authorized Person with the authority to bind the entity (e.g. club, association, etc.) **and** (2) a resident of Charles County.
2. Within **15** days following your submission, the Clerk will contact you by e-mail to confirm that your Application has been reviewed and is legally sufficient. All portions of the Application must be completed. A **diagram** **MUST** be submitted with your Application. Incomplete applications will **not** be accepted.
3. Your Application will not be placed on the Board's agenda until it is legally sufficient (completed Application and diagram). The Board's agenda is finalized approximately **10** days prior to the hearing and **items will not be added** to the agenda after it is finalized.
4. The person signing the Application on behalf of the Applicant must appear before the Board, whose meetings are generally held on the second Thursday of each month. **Times may vary depending upon the other items on the Board's agenda.**
5. During the hearing, the Officer/Authorized Person must be knowledgeable about the event (purpose, scope, etc.). If he/she does not have familiarity with the event, he/she may be **accompanied** by the event organizer who may offer testimony about the event. At a minimum, the Officer/Authorized Person must be able to confirm the accuracy of the information stated on the Application.

**IMPORTANT REMINDERS FOR EVENT DAY:**

1. All persons must be 21 years of age or older to sell, distribute, purchase or consume an alcoholic beverage. If event staff choose not to serve alcoholic beverages to persons displaying vertical licenses (regardless of age), the Alcoholic Enforcement Unit can provide posters to remind event staff and event guests of this policy.
2. Alcoholic beverages shall not be distributed or consumed after the ending time of the event (as set forth above).
3. Alcoholic beverages shall not be served to an intoxicated person.
4. Event staff must strictly prohibit the removal of alcoholic beverages from the licensed premises (i.e. the area shown on the Application diagram).