



STATE OF MARYLAND FREDERICK COUNTY LIQUOR BOARD



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November 2023

EDUCATIONAL BULLETIN

2023-02

The purpose of the monthly Educational Bulletin is to educate licensees on trending non-compliance items that are being seen during inspections. If you have any questions, please contact us at 301-600-2984 or LiquorBoard@FrederickCountyMD.gov

1. **Alcohol Awareness requirement**-As the holidays approach us it is important to remember that 50% of your staff that is selling or serving alcohol must be alcohol awareness certified at all times alcohol is being sold. All alcohol awareness certificates must be available in paper form and present on the premises for inspection.

§6.0-Each licensed establishment shall have 50% of on duty employees serving or selling alcohol complete an alcohol awareness training program approved by the Alcohol Tobacco Cannabis Commission. The certified employees must be on the premises at all times the establishment is serving or selling alcoholic beverages...An up-to-date valid certificate shall be kept on file at the establishment and presented to the proper authority upon request...

2. **Receipts**-The inspectors are continuing their quarterly inspections and will ask to see receipts for alcohol from distributors. Please make sure they are available 7 days a week and available to managers in case you are not there. We understand that you may not want your employees to see the financial aspect of these receipts and give you permission to black out any money amounts. The inspectors are looking at what type and quantity of alcohol was purchased and where it was purchased from.

§6.22 – Licensees shall keep accurate records of all alcoholic beverages purchased and sold for 2 years from the date of their purchase. These records shall be available for inspection by duly authorized representatives of the Board at all times during regular business hours. (Alcoholic Beverages Article §1-408)

3. **Extension of Premises, Events and Private parties**-If you plan to extend your premises on to an unlicensed part of your building, extending to an outside area, or extending your approved outside area for an event, or you are planning an event either public or private on your licensed premises, a [Special Event Request](#) form must be submitted at least 14 days prior to any planned event. This form, and additional [Liquor Board forms](#) can be found on our website.

§6.19 – Special permission to close to the public for a private party shall complete a Special Event Request form 14 days prior to the event.

4. **Deliveries**-As we continue life post-pandemic, if your establishment is continuing with deliveries, please remember **THIRD PARTY SALES OR DELIVERIES ARE NOT ALLOWED**. Delivery forms must be completed for each delivery and kept on the establishment's premises for 2 years and available for inspector review.

§3.5 All delivery persons must be a bona fide employee on the payroll or a licensee. Delivery persons must be alcohol awareness certified and at least 21 years of age or older. Alcoholic beverages must be delivered in original sealed package or container. The person receiving the alcoholic beverage must be 21 years of age or older. The delivery person must verify the identification of the customer. Each delivery form must be complete and kept on the premises for 2 years and available for inspector review. Deliveries can only be made in Frederick County between the hours of 6:00 a.m. and 11:00 p.m. Sunday through Saturday. Third party sales or deliveries are not allowed.

ALCOHOL AWARENESS CLASS

Tuesday, December 5, 2023, at 3:00PM
In-Person at Chili's Grill & Bar
5100 Pegasus Ct, Frederick MD 21704

Saturday, December 9, 2023, at 9:00AM
In-Person at Frederick Eagles
207 W Patrick Street, Frederick MD 21701

To register for either of these classes, contact us at
LiquorBoard@FrederickCountyMD.gov or 301-600-2984.

Limited-Virtual Class

Tuesday, December 19, 2023, at 8:30AM
To register for this class, submit a [registration form](#).

Fee is \$40/person for all classes. Cash/Check/Credit Card are accepted.

Beginning January 1, 2024, Alcohol Awareness Class fees increase to \$50/person.