

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
- ☐ Late fee if less than 14 days before event
☐ \$50 if received 6-13 days before event
☐ \$100 if received 1-5 days before 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 signs 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 attached*)
- * ☐ Alcohol Awareness Certificate(s)
 • 100% of people who SELL or SERVE alcohol must be certified*
- * ☐ Rules and Regulations Initialed
 • Must have each section initialed acknowledging they have been read and understood.
- * ☐ Violation Guidelines Signed
- ☐ Crowd Manager Certificate
 • If applicable. See application page 2 for details.
- ☐ Food Vendors *List must be attached and submitted to the Health Department

- ☐ 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 3,001 or more events

For Internal Use Only

Application Accepted Date: _____

License Number: _____

- | | |
|--|---|
| <input type="checkbox"/> Input Application in IPS | <input type="checkbox"/> Scanned |
| <input type="checkbox"/> Logged on Special Spreadsheet | <input type="checkbox"/> Email Update |
| <input type="checkbox"/> Logged on Calendar & Website | <input type="checkbox"/> Diagram Update |
| <input type="checkbox"/> SDAT Verified | <input type="checkbox"/> IRS Verified |
| <input type="checkbox"/> Payment Processed and Recorded (IPS & Ledger) | |

Insp Name: _____ Date: _____

☐ Approved ☐ Pre-Event Mtg _____

Comments: _____

Notifications:

Approvals:

- | | |
|---|---|
| <input type="checkbox"/> Zoning (date email sent): _____ | <input type="checkbox"/> Zoning (date recv'd): _____ |
| <input type="checkbox"/> Permits (date email sent): _____ | <input type="checkbox"/> Permits (date recv'd): _____ |
| <input type="checkbox"/> FM (date email sent): _____ | <input type="checkbox"/> FM (date recv'd): _____ |
| <input type="checkbox"/> Health (date email sent): _____ | <input type="checkbox"/> Health (date recv'd): _____ |

☐ Approvals Not Required

Date Issued: _____

Fee Breakdown: _____ X _____ + _____ = _____

(Per-Day Cost x Number of Days + Admin Fee = License Fee) *Late fee not included

☐ Director/DOA Approval Initials & Date: _____

*These items must be completed before a pre-event meeting can be scheduled.

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

APPLICATIONS SUBMITTED WITHOUT 2 WEEKS NOTICE ARE SUBJECT TO A LATE FEE IN ADDITION TO LICENSE FEE

SIGNATURES/INITIALS CANNOT BE AUTOMATED.

Signatures/initials must be actual signatures, though you may submit the application electronically.

TYPE OF LICENSE:

☐ **Non-Profit** (select one): ☐ Beer Only (\$10/day) ☐ Beer & Wine (\$10/day) ☐ Beer, Wine & Liquor (\$30/day)

☐ **Promoter's License** (select one, see Checklist for fees): ☐ Beer Only ☐ Beer & Wine ☐ Beer, Wine & Liquor

Additional Administrative Fees: Administrative fees will be assessed once per application issued.

- | | |
|--|---|
| <input type="checkbox"/> \$25 for events expecting fewer than 500 individuals* | <input type="checkbox"/> \$150 for events expecting 1,001-3,000 individuals* |
| <input type="checkbox"/> \$75 for events expecting 501-1,000 individuals* | <input type="checkbox"/> \$500 for events expecting 3001 or more individuals* |

Payment, in full, is due no later than five (5) days prior to the event.

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

Date of Event: _____ Hours of Event (start-end time): _____ Alcohol Service (start-end time): _____

Rain Date: _____ Estimated # of Attendees _____ ☐ Indoor ☐ Outdoor

Name of Event: _____

Name of Organization: _____

Address of Organization: _____

What Organization is benefiting from the sale of Alcohol: _____

Name and Address where event will be held: _____

Owner of Facility: _____

CERTIFICATE OF PROPERTY OWNER:

☐ I hereby certify, that I am the owner of the property named in the foregoing application for an alcoholic beverage license and that I hereby consent to the use of the said property for the sale thereon of such alcoholic beverages as may be permitted by law, and I do hereby grant permission to the State Alcohol Tobacco Commission, his 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 such 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 the business is to be conducted.

Signature of Property Owner

Printed Name of Property Owner

Date

Entity Name of Property

Address

Phone

Applicant Name (A): _____ Email: _____

Home Address: _____

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

Applicant Name (B): _____ Email: _____

Home Address: _____

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

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

Caterer/Food Vender: ☐Yes ☐No Name: _____

Phone#: _____ Email: _____

Will a Brewery/Winery/Distillery be **at** the event: ☐Yes ☐No Name: _____

Providing Special Event Bottles: ☐Yes ☐No

Affidavit and Certification

☐ I hereby certify **that I am authorized to act on behalf of the organization listed on this application** and have the legal authority to apply for and obtain an alcoholic beverage license for the event described. 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.

☐ I hereby grant permission to the Alcohol Tobacco Cannabis 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 and 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:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Additional Information

- 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](#).

ALCOHOL SERVICE PLAN-SPECIAL EVENT LICENSE

1. Is this a ticketed event?
2. If yes, does the ticket include alcoholic beverages?
3. How will you verify the age of attendees?
4. How will it be indicated that a patron's age has been verified? (e.g, wristbands, hand stamps, ID checks at point of service)
5. What is the method of alcohol distribution to patrons? (e.g. service at bar, table service, drink tokens)
6. Number of alcohol awareness servers working at the event:
7. What measures will be taken to ensure patrons do not leave the designated licensed area with alcohol or bring outside alcohol in? (include physical barriers, signage, and staff monitoring)
8. Will there be a raffle(s) held during the event? If yes, will any alcohol be included in the prize?

☐ Yes ☐ No
9. Additional Information (please include anything else relevant to alcohol service and safety).

Signature Applicant A: _____ Date: _____

Signature Applicant B: _____ Date: _____

FREDERICK COUNTY LIQUOR BOARD
APPLICATION FOR CLASS C SPECIAL LICENSE (PER-DIEM)
Rules and Regulations Acknowledgements

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

Alcohol Awareness: 100% of those **SERVING** alcohol must be Alcohol Awareness certified. **ATTACH COPY** of certificates.

- 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.
- 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 (Frederick County Alcoholic Beverages Regulations §7.3).
- 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 (Alcoholic Beverages Article §20-1902, §6-304, §6-309).
- No visibly impaired person may be served any alcoholic beverage (Alcoholic Beverages Article §6-307).

If you are unable to meet this threshold of 100% coverage, please contact the Liquor Board Office

By initialing, you are acknowledging your agreement and understanding of the information above:

Initialed Applicant A _____

Initialed Applicant B _____

INITIALS CANNOT BE AUTOMATED. Initials must be actual signatures, though you may submit the application electronically.

Licensed Area:

- 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”.
- Only areas shown in the attached diagram and approved by the Board will be considered ‘licensed’.
- 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.
- The license must be posted at the event in the serving area.
- Adhere to the hours printed on the license, you cannot start earlier or end later.
- The licensee may not allow an individual to consume any alcoholic beverage that is not purchased on the premises from the licensee. No ‘outside’ alcohol or BYOB is allowed. (Alcoholic Beverages Article §6-308).

By initialing, you are acknowledging your agreement and understanding of the information above:

Initialed Applicant A _____

Initialed Applicant B _____

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Licensee Requirements/Information:

- A minimum of one (1) licensee must be a resident of Maryland (Frederick County Alcoholic Beverages Regulations §4.0).
- At least one (1) licensee must remain at the premises at all times of the posted license hours.
- 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.
- Beer, Wine, and Liquor may be purchased from a retailer in Maryland or a wholesaler that is licensed to sell beer, wine, and liquor in Frederick County.
- An itemized receipt must be available for the inspectors to review at the event. If billed after the event, it is the responsibility of the licensee to provide the Liquor Board office with receipts within 30 days of the event.
- Alcohol can only be sold for on-site consumption. All exceptions must be approved by the Liquor Board.
- An organization may raffle alcohol with approval.

By initialing, you are acknowledging your agreement and understanding of the information above:

Initialed Applicant A _____ Initialed Applicant B _____

INITIALS CANNOT BE AUTOMATED. Initials must be actual signatures, though you may submit the application electronically.

Affidavit:

“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. 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.”

Applicant A:

Signed: _____ Printed: _____

Date: _____ **SIGNATURES CANNOT BE AUTOMATED.** Signatures must be actual signatures.

Applicant B:

Signed: _____ Printed: _____

Date: _____ **SIGNATURES CANNOT BE AUTOMATED.** Signatures must be actual signatures.

Special Event License – Violation Guidelines

The Board reserves the right to modify any violation guideline when it finds there is good cause to do so.

	Description	First Offense	Second Offense
Alcohol Awareness	100% of employees/volunteers in the sale/service of alcohol must be Alcohol Awareness trained	No Contest Letter \$100 Fine Administrative Fee \$100	Hearing before the Board*
Licensee/Alcohol Awareness staff consuming alcohol	The licensee and employees/volunteers in the sale or service of alcohol are not permitted to consume alcohol while in the sale/service of alcohol	Hearing before the Board*	Hearing before the Board*
Licensee not on-site	At least one (1) licensee must remain at the licensed premises at all times of the posted license hours	Hearing before the Board*	Hearing before the Board*
Refusing Inspection	The Alcohol Tobacco Commission (ATC), or it's representatives, the Board, or it's representatives, and any peace officer of Frederick County are authorized to inspect and search, without a warrant, the premises and all parts thereof upon in which the business is to be conducted.	Hearing before the Board*	Hearing before the Board*
Sales to minors	All persons must be at least 21 years old to purchase alcoholic beverages	Hearing before the Board*	Hearing before the Board*
Sales to intoxicated persons	Serving/selling to an intoxicated patron	Hearing before the Board*	Hearing before the Board*
Minor employee/volunteers	An employee/volunteer must be at least 18 years old to serve or sell any alcoholic beverage	Hearing before the Board*	Hearing before the Board*
Advertising of free alcohol	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.	No Contest Letter \$100 Fine Administrative Fee \$100	Hearing before the Board*
Alcohol purchased from unauthorized retailer/wholesaler	Beer, Wine, and Liquor may be purchased from a retailer in Maryland 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.	Hearing before the Board*	Hearing before the Board*
Selling alcohol 'to-go'	Alcohol can only be sold for on-site consumption.	No Contest Letter \$100 Fine Administrative Fee \$100	Hearing before the Board*
Basket of Cheer	Raffling alcohol without a Basket of Cheer Endorsement	No Contest Letter \$100 Fine Administrative Fee \$100	Hearing before the Board*
Selling alcohol during unlicensed hours	Adhere to the hours printed on the license, you cannot start earlier or end later	No Contest Letter \$100 Fine Administrative Fee \$100	Hearing before the Board*
Display of License	The license must be posted at the event in the serving area	No Contest Letter \$100 Fine Administrative Fee \$100	Hearing before the Board*
Alcohol outside of licensed area	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"	No Contest Letter \$100 Fine Administrative Fee \$100	Hearing before the Board*

*Organizations/licensees receiving a violation resulting in a 'Hearing before the Board' will not be able to obtain any future licenses until the Hearing where the Board will approve/deny further licenses.

Applicant A - Signed: _____ Printed: _____ Date: _____

Applicant B - Signed: _____ Printed: _____ Date: _____