

Special Event License FAQ

Special Event Licenses: When are they needed?

When is a Special Event License needed?

In Frederick County, a license is needed whenever alcohol is being sold.

What constitutes a 'sale'?

Sales can occur if you are selling alcohol at a 'cash bar' or if alcoholic drinks are included in the price of a ticket.

Do I need a license if I'm serving alcohol at my event and not charging people to attend or for the drinks? (i.e. wedding reception)

No. If you are not charging people to attend your event and not charging for the drinks, no license is needed.

Do I need a license if the event is BYOB (Bring your own bottle)?

No.

What kind of license or permit do I need?

Promoter's Permit – this type of license should be obtained by a for-profit organization (§2.6 – promoter's permit)

Special License – this type of license may be applied for by a non-profit club, society, or association (§2.7 – special licenses)

What do I need to apply for a Special License or Promoter's Permit?

- Completed application. Applications can be found on the liquor board website.
- Diagram of the area that is being used to host the event.
- Alcohol Awareness Certificates
- Alcohol Plan
- Crowd Manager Certificate (if applicable)
- For Profit Business (Promoters Permit):
 - Must be in good Standing with Maryland SDAT
 - Must be a Maryland based Business
- Non-Profit (Special Licenses)
 - Must be in good Standing with Maryland SDAT
 - Must provide their IRS Determination letter to prove non-profit status

Multi-Event

- If you are having multiple events throughout a calendar year, at the same location, and with the same applicant(s), attach a list of dates, and times you would like additional licenses. This will eliminate multiple applications having to be completed throughout the calendar year, and eliminate multiple administrative fees being assessed.
- Each person within an organization is limited to 50 licenses per a calendar year.
- Licenses can be requested and picked up any time during the calendar year. For instance in January you can file an application for events happening in May, August and December. Once they are processed you can pay for and receive the license, even if it is only January.

Alcohol Awareness Guidelines

100% of those who are in the sale or service of alcohol at a licensed event must be Alcohol Awareness Certified.

What does this mean?

If you have an event with 10 total employees/volunteers:

2 are taking tickets at the door

3 are cleaning tables

3 are serving food

2 are working at the bar area

Only the 2 people working at the bar area will need to be Alcohol Awareness Certified to maintain the 100% requirement.

Alcohol Awareness (continued)

- Certifications are good for 4 years.
- There are several State approved courses
 - FCLB offers a reduced cost class – Safe Alcohol Service (SAS) for \$50.00 per-person.
 - Important Note – The State of Maryland does not recognize online certifications or “e-courses”. All certificate program exams must be proctored in-person.

Important Information

- The licensee(s) (person(s) applying for the license) and all Alcohol Awareness trained staff are not permitted to consume alcohol at the event.
- At least one (1) licensee must be on the premises at all times the license is active.
- All alcohol must be purchased from a licensed retailer or wholesaler in Maryland; receipts must be kept onsite and available for review. Alcohol cannot be donated to the organization. It must be purchased, even if it is for a nominal fee.
- Alcohol can only be sold for on-site consumption.

Important Information (continued)

- Alcohol can be raffled only with approval. This will require a “Basket of Cheer” endorsement printed on the license. Baskets must be taken off premises, cannot be consumed on site.
- Alcohol sales must adhere to the hours printed on the license. Alcohol sales cannot start earlier or end later. Cannot have someone still consuming alcohol once the license ends.
- Licenses are not transferable. If inclement weather has affected your event, please contact Liquor Board inspector or staff immediately.
- After hours contact information for Liquor Board Inspectors will be given to the licensee(s) after the pre-event meeting.
- After an application has been submitted and approved, if there are ANY CHANGES to ANYTHING on the application, please notify the Liquor Board.

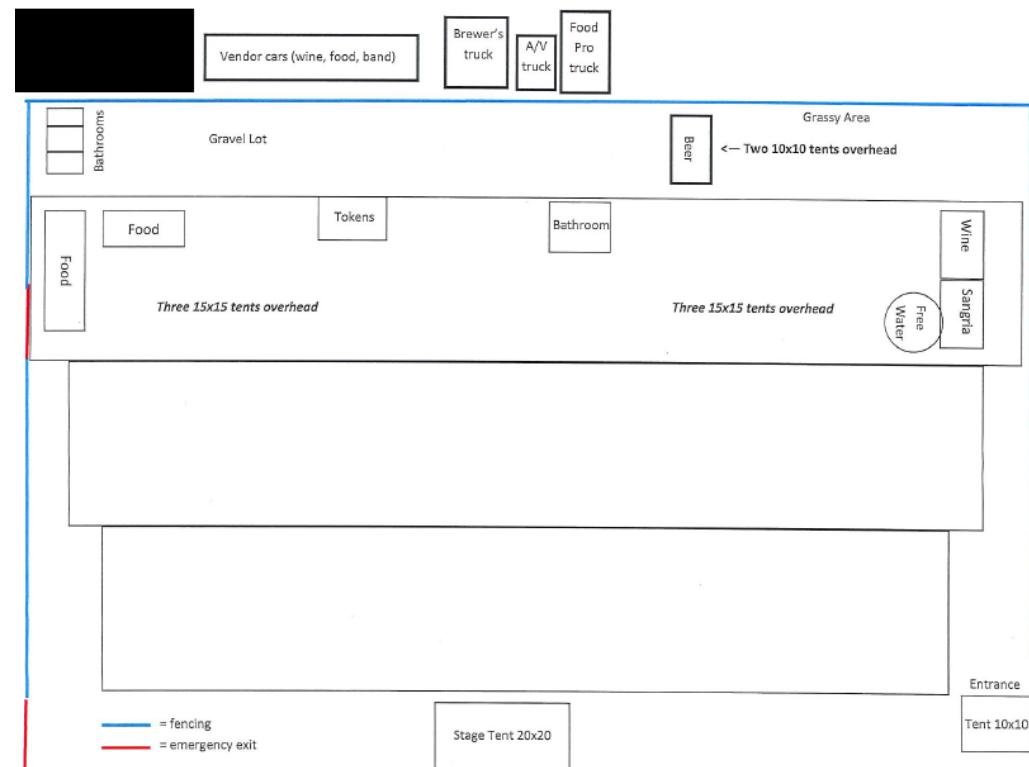
Diagram

DIAGRAM CHECKLIST

The following items are required to be shown and indicated on Diagrams submitted to the Liquor Board. Please use this as a checklist.

- Building Outlines
- Entrance/Exit Locations
- Approximate rooms with dimensions or area with dimensions
- Alcohol Service and storage area
- Table/Seating/Outside Seating/Beer Garden Area
 - Height/Type/Location of Enclosure/Tents and sizes
 - Access Points
 - Table/Seating

SAMPLE DIAGRAM



Diagram

continued

- Alcohol must be contained in the licensed area
- Outdoor areas must have an inspector approved Barrier. (tall enough that it cannot be stepped over)
- Recommended to place signs on exit ways “No Alcohol Allowed Beyond this Point”





Approvals

- Liquor Board (Pre-Event Meeting are required yearly)
- Zoning
- Permits
- Health Department
- Fire Marshal

Approvals are required yearly from the partnering agencies listed above.

The agencies are notified by FCLB staff during processing.

Tents larger then 10'x10' will require approval from Fire Marshal and Permits.

Mixing drinks, using garnishes, or pouring drinks over ice will require Health approval.

If there are any issues noted by the inspector during your event a post-event meeting may be required with inspectors and staff after your event.

Fees

Special License Fees:

- Beer Only - \$10/day
- Beer & Wine - \$10/day
- Beer, Wine & Liquor - \$30/day

Promoter's Permit Fees:

- \$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

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Fees (continued)

Administrative Fees (apply to all):

- \$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

*Administrative fees will be assessed once per complete application. Changes and or additions to the original application will be subject to an additional administrative fee.

Late Fees:

- Completed applications and accompanying documents should be submitted to Liquor Board staff at least two (2) weeks prior to the event. 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

SUMMARY

Liquor Board Inspectors and Staff are available to assist in the application process and to help ensure you have a successful event that includes the safe and responsible service of alcohol.

THANK YOU

Liquor Board Staff
liquorboard@frederickcountymd.gov
www.frederickcountymd.gov/liquorboard