

CARROLL COUNTY MARYLAND
225 North Center Street
Westminster, Maryland 21157-5194
Toll-free 1-888-302-8978
FAX 410-386-2444
MD Relay Service 7-1-1/800-735-2258



Board of License Commissioners
410-386-2094

CARROLL COUNTY SPECIAL AND TEMPORARY LICENSE APPLICATION INSTRUCTIONS

Application for a temporary license must be turned into the Office of Administrative Hearings

AT LEAST SEVEN (7) DAYS BEFORE THE DATE OF THE EVENT IF IT IS AN INDOOR EVENT; THIRTY (30)
DAYS BEFORE THE DATE OF THE EVENT IF IT IS AN OUTDOOR EVENT.

IMPORTANT NOTE:

**IF YOU ARE A FIRST TIME APPLICANT, YOU MUST APPEAR BEFORE THE BOARD OF
LICENSE COMMISSIONERS REGARDLESS OF WHETHER YOUR EVENT IS INDOOR OR
OUTDOOR. THE BOARD TYPICALLY MEETS THE 2ND WEDNESDAY OF EACH MONTH, SO
PLAN YOUR SUBMISSION OF THE APPLICATION ACCORDINGLY.**

1. A special Class C beer license, beer and wine license, and a beer, wine and liquor license entitles the holder to exercise any of the privileges conferred by the license at the place described in the license, for a period not exceeding seven (7) consecutive days from the effective date. Alcoholic Beverages Titles 4-1203 and 4-1204. The fee for a one day license is \$50 per day regardless of which license you choose. Alcoholic Beverages Title 16-1311.
2. The applicant must be a resident of the State of Maryland. Alcoholic Beverages Title 4-109(a)(4).
3. **The applicant must be the person whose name appears on every line indicated on page one and their name MUST be notarized at the top of the second page.**
4. Any non-profit club, society or association holding a bonafide entertainment event is eligible for a Special License. A club is an association or corporation, which is organized and operated exclusively for educational, social, fraternal, patriotic, or athletic purposes and not for profit. Alcoholic Beverages Title 1-101(e) and Board Rule 49a.
5. A Special License is required for any fund raiser or other activity for which a fee is charged and/or the cost of the alcoholic beverage to be consumed is included in the price of the admission.
6. Any Special License shall be considered the same as the corresponding type Class C License (Beer, Beer and Wine, or Beer, Wine, and Liquor). Alcoholic Beverages Title 4-1203(a)(1).
7. **The license must be posted during the event in such a way that it is clearly visible to the public.** Alcoholic Beverages Titles 4-508.
8. There are three types of Special Class C licenses:
 - a.) *Section 16-603* states that the license authorizes the license holder to sell beer at retail to members of a club and their guests at the place described in the license for on-premises consumption.

- b.) *Section 16-803* states the license authorized the license holder to sell beer and wine to a member of a club and guest of the member, at retail, at the place described in the license, for on-premises consumption.
 - c.) *Section 16-905* states that the Board may issue the license for use by a club that:
 - (i) Has a dining room;
 - (ii) Has a regular seating capacity at tables, excluding seats at bars or counters, for at least 50 Individuals; and
 - (iii) Operates in a facility with an assessed real property valuation of at least \$20,000.
 - d.) The license authorized the license holder to sell beer, wine, and liquor at a club, at the place described in the license, for on-premises consumption.
9. The sale of beer on Sunday requires a beer, wine, and liquor license. Alcoholic Beverages Title 4-1204 and Title 16-2005(c)(1)(2).
10. **Application for a license must be turned into the Office of Administrative Hearings AT LEAST SEVEN (7) DAYS BEFORE THE DATE OF THE EVENT.** Board Rule No. 49b. **Application for an outdoor event must be turned into the Office of Administrative Hearings THIRTY (30) DAYS PRIOR TO THE DATE OF THE EVENT and must be accompanied by a drawing depicting the area where the alcohol will be served and consumed and accompanied by a letter explaining how the sale of the alcohol will be monitored and what type of security will be used to prevent sales to minors and other unauthorized individuals.** Board Rule No. 42a and 49d. An agreement may be made with a wholesale distributor to deliver beer or wine two days prior to the effective date, and to accept returns two days after the expiration date of the special license. Delivery of the beer or wine only may be made if the holder of the special license has in hand the special license at the time of delivery. Alcoholic Beverages Title 4-1203(b)(2). Alcoholic beverages may not be stored for use at any activity other than that for which a special one-day license is issued. Alcoholic Beverages Title 4-1203(b)(i)(ii)
11. Holders of a Special Class C license may dispense alcoholic beverages between the hours of 8:00 AM and 2:00 AM the following day and no other hours except Sundays. Alcoholic beverages may be dispensed between 8:00 AM Sunday and 1:00 AM Monday by the holders of a beer, wine, and liquor license only. In all cases, drinking on the premises 15 minutes following closing time is prohibited. Alcoholic Beverages Title 4-1203(a) and Title 16-2007.
12. Persons must be at least 21 years of age to mix drinks and act as a bartender. Persons, at least 18 years of age may act in the capacity of a waiter/waitress and deliver mixed drinks to the patrons in connection with serving of a meal. Alcoholic Beverages Title 16-1902.
13. The age limit for the purchase, possession, and consumption of any alcoholic beverage is at least 21 years of age. Alcoholic Beverages Title 6-304.
14. The organization conducting the activity is responsible for obtaining the license and for procuring and dispensing the alcoholic beverages. The applicant **or an appointed chairperson** must be physically present on the premises for which the license applies, during the event. The chairperson must be listed on the application. Board Rule No. 42c.
15. **The property owner or authorized representative of the facility at which the activity is to be held must sign the application on the second page and have their signature notarized.**

16. A special license **is not** required for private parties, wedding receptions, or other activities *where no alcoholic beverages are to be sold nor is the cost of alcoholic beverages included in the price of the admission*. Further, if the activity is strictly a bring your own bottle (BYOB) event, a special license is not required.

David L. Brauning, Sr., Chairman

NAME OF APPLICANT: _____

POSITION: _____ DATE: _____

SIGNATURE OF APPLICANT: _____

STATE OF MARYLAND

Carroll County, to wit:

This certifies that on this _____ day of _____, 20____, before the subscriber, a Notary Public in and for the State and County aforesaid personally appeared _____, (name of APPLICANT) for and on behalf of _____, the organization named in the afore going application, and made oath in due form of law that the statements made therein are true to the best of his/her knowledge and belief.

WITNESS MY HAND AND OFFICIAL SEAL _____

NOTARY PUBLIC

My Commission Expires: _____

LOCATION OF EVENT

The premises known as: _____

Address: _____

It is hereby certified that _____ is the OWNER and/or AUTHORIZED REPRESENTATIVE of the above-described premises. On the aforesaid date, we hereby authorize the State Comptroller, his duly authorized deputies, inspectors and clerks, the Board of License Commissioners of said County, its duly authorized agents and employees, and any peace officer of such County, to inspect and search, without warrant, the premises, and all parts of the building in which said affair is to be conducted, at all hours.

SIGNATURE OF PROPERTY OWNER OR AUTHORIZED PERSON

STATE OF MARYLAND

Carroll County, to wit:

This certifies that on this _____ day of _____, 20____, before the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared _____, for and on behalf of _____, property owner named in the afore going application, and made oath in due form of law that the statements made therein are true to the best of his/her knowledge and belief.

WITNESS MY HAND AND OFFICIAL SEAL _____

NOTARY PUBLIC

My Commission Expires: _____