

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.**

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. The fee for a beer and beer and wine license is \$50 per day. The fee for a beer, wine, and liquor license is \$50 per day. Alcoholic Beverages Title 16-1311.
2. The applicant must be a Carroll County resident. 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 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 49. **The applicant must include the 501(c)(3) number of the non-profit organization on the application.**
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. Alcoholic Beverages Title 1-401.
6. Any Special License shall be considered the same as the corresponding type Class C License (Beer, Beer and Light 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.) *Special Class C-Beer.* A beer license may be issued to any group included in item four above for use by the members and their guests if only beer is to be consumed or allowed on the premises. The beer may be purchased from a retailer. Alcoholic Beverages Title 6-308(b).
 - b.) *Special Class C-Beer and Light Wine.* A beer and light wine license may be issued to any group included in item four above for the use of the members and their guests. The beer and light wine may be purchased from a retailer. Alcoholic Beverages Title 6-308(b).

- c.) *Special Class C-Beer, Wine, and Liquor.* This license may be issued to any of the groups included in item four above. This type of license is required when liquor is to be consumed or allowed on the premises. Also, this type of license is required for any fund raiser or activity when tickets are to be sold to the public or when a fee is charged for admission. All alcoholic beverages purchased under this license may be purchased from a retailer. Alcoholic Beverages Title 6-308(b).
9. The sale of beer on Sunday requires a beer, wine, and liquor license. Alcoholic Beverages Title 4-1203(a) 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. 49c. **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. 43a and 49f. 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 1:00 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

**STATE OF MARYLAND APPLICATION FOR
A CLASS "C", SPECIAL ONE-DAY ALCOHOLIC BEVERAGE LICENSE**

**NOTE: THIS APPLICATION MUST BE FILED AT LEAST SEVEN (7)
DAYS PRIOR TO YOUR EVENT.**

Application is hereby made by the undersigned under the provisions of Alcoholic Beverages Title 16-1311 of the Annotated Code of Maryland, as amended for a Class "C" Special One-Day License:

☐ **Beer (\$50.00/day)** ☐ **Beer and Wine (\$50.00/day)** ☐ **Beer, Wine, and Liquor (\$50.00/day)**

said application being made by _____
(Person's name, hereafter "applicant")

for the use and benefit of the _____
(Name of organization)

which is to conduct a _____
(Type of function)

from _____ until _____ on _____, 20_____
(Time of the function)

(Please indicate here _____ the number of people expected at the event.)

☐ Indoor Event ☐ Outdoor Event (Outdoor Event Requires Board Approval)
(Office Use Only) - Date Board Approved _____

Applicant (print name) (Complete **Home Address** of Applicant)

Email Address	(Telephone Number)
----------------------	---------------------------

Name of Authorized Chairperson of the Event: (If other than the applicant)

I HEREBY CERTIFY THAT UNDER PENALTY OF PERJURY,
 _____(Organization) is a non-profit organization (**must include the 501(c)(3) number for the non-profit**) _____,
 and that no individual will receive any personal economic benefit from the proceeds derived from this license, and I further certify that I have the authority as shown below to make application for the above named organization. I agree, on behalf of the officers and governing board, that upon request, the Board of License Commissioners for Carroll County may inspect any records which we may have relating to this affair or any other fund-raising affair that we have held in the past year for which an alcoholic beverage license was issued.

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 and that the _____ (organization) is authorized and empowered to hold a _____ (function) on said premises on the said date _____, 20____. 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: _____