



Liquor Board

LICENSEE SPECIAL EVENT APPLICATION

In filling out this application, please be as specific as possible, when possible. It is up to the licensee to make the case to the Board in the application below (and any additional supporting documentation the licensee may wish to include), that any such Special Event will be tightly controlled and monitored.

PART 1

1. DATE SUBMITTED:

2. BUSINESS TRADE NAME:

ADDRESS:

CITY:

Maryland

ZIP:

3. DESCRIPTION/NATURE OF SPECIAL EVENT:

4. PROVIDE A DETAILED DESCRIPTION OF HOW THE ALCOHOL WILL BE SERVED AND MONITORED IN THE OUTDOOR AREA:

PART 2

CHECKLIST: Required Items and Acknowledgements

- A Special Event requires written permission from the property owner. Such permission must be provided, in writing with this application.
- Provide a clear illustration (does not have to be professionally illustrated, but must present a clear rendering) of the premises that includes (i) a clearly established perimeter inside which alcohol is served and outside of which no alcohol must be taken; (ii) all entry/exit points; (iii) location of any alcohol points of sale and; (iv) any outdoor entertainment/games (e.g. cornhole, horseshoes, bandstand, etc.).
- Parking overflow plans (and permission from any other property owners or businesses which may be affected by overflow parking) must be provided if relevant.
- Number of staff and security personnel who will be present to help ensure a safe event.
- Licensee agrees that every guest must have their I.D.'s checked and receive a wristband if they are over 21 years of age and wish to consume alcohol – and such wristbands shall be affixed to the guest's wrist by event staff.
- Further, licensee understands and agrees that licensee will be required to have clear signage that no alcohol may be taken beyond the approved perimeter and signage at points of sale that no one without a wristband will be served alcohol.
- Licensee understands that no outside bar may serve mixed drinks without Health Dept. approval. Closed containers (e.g. beer cans) are acceptable.
- Licensee agrees that all activities are subject to Special Permit Limitations on Liquor License.

ACKNOWLEDGED AND AGREED BY:

LICENSEE PRINTED NAME: _____

LICENSEE SIGNATURE: _____ DATE: _____

Once completed, all applications must be submitted to LQINFO@AACOUNTY.ORG with the subject line "SPECIAL EVENT REQUEST" or physical copies may be deposited in the Liquor Board drop box in the parking lot across from the Liquor Board office entrance or mailed to 2011-D Commerce Park Drive, Annapolis, MD 21401.

The Liquor Board will endeavor to process your application as soon as possible. Partial/incomplete applications shall not be considered.