

**BOARD OF LICENSE COMMISSIONERS FOR  
ANNE ARUNDEL COUNTY**



## **Outdoor Event Application Form**

If you wish to hold an Outdoor Event at your establishment, complete and submit this application form to [LQINFO@AACOUNTY.ORG](mailto:LQINFO@AACOUNTY.ORG) with the subject line "OUTDOOR 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 process your application as soon as possible. Partial/incomplete applications shall not be considered.

If your Outdoor Event is an activity, athletic event, concert, parade, or public assembly (500 people or more) that is held on a designated day or a series of days and: (1) exclusively uses public streets, alleys, right of ways, County waters, or other public property or; (2) will physically impede or block the safe flow of vehicular and pedestrian traffic or; (3) will necessitate the use of county services exceeding normal operations, then you will **also** need to obtain a Special Event Permit through Anne Arundel County at the following link: <https://www.aacounty.org/inspections-and-permits/licenses/non-trade-licenses/special-events-permit>

### **PART 1**

1. BUSINESS TRADENAME:
2. ADDRESS:
3. NAME OF EVENT:
4. DATE(S) AND TIME(S) OF EVENT:
5. DATE SUBMITTED:
6. DESCRIPTION/NATURE OF OUTDOOR EVENT:

7. PROVIDE A DETAILED DESCRIPTION OF HOW THE ALCOHOL WILL BE SERVED AND MONITORED IN THE OUTDOOR AREA (see below for required information to be included in this section):

## **PART 2**

### **REQUIRED ITEMS CHECKLIST/ACKNOWLEDGEMENTS**

- ☐ An Outdoor 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.
- ☐ Provide information regarding specific number of staff and security personnel who will be present to help ensure a safe event.

→**Licensee Initials:** \_\_\_\_\_ 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.

→**Licensee Initials:** \_\_\_\_\_ 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 Initials:** \_\_\_\_\_ Licensee understands that no outside bar may serve mixed drinks without Health Dept. written approval. Closed containers (e.g. beer cans) are acceptable.

→**Licensee Initials:** \_\_\_\_\_ Any tent structure over 200 sq. ft. must receive written approval from Inspections and Permits and the Fire Marshal.

→**Licensee Initials:** \_\_\_\_\_ Licensee understands and acknowledges that all outdoor activities are limited to only those activities permitted under the current liquor license and that this Outdoor Event permission does not permit Licensee to exceed any such permissions not already granted under that license (for example, if licensee is not permitted to have dancing or stage shows, no such activities are permitted in connection with the Outdoor Event whether indoors or outdoors).

**ACKNOWLEDGED AND AGREED:**  
(MUST BE SIGNED BY AT LEAST ONE LICENSEE)

→**LICENSEE PRINTED NAME:** \_\_\_\_\_

→**LICENSEE SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_