

ONE-DAY LICENSE INSTRUCTIONS

ALL ONE DAY LICENSE APPLICATIONS MUST BE TYPED OR PRINTED LEGIBLY IN INK.
ORIGINAL SIGNATURES ONLY (NO COPIES).

APPLICATIONS MAY BE SUBMITTED UP TO 30 DAYS BEFORE YOUR EVENT, BUT NO LATER THAN SEVEN (7) DAYS BEFORE YOUR EVENT. NO EXCEPTIONS.

ALL ONE DAY LICENSES MUST BE ISSUED TO THREE (3) PEOPLE ATTENDING THE EVENT AND OVER 21 YEARS OF AGE. ALL THREE (3) SIGNATURES MUST BE NOTARIZED. A COPY OF EACH APPLICANT'S DRIVER'S LICENSE MUST ALSO BE PROVIDED (FRONT ONLY).

Rules and Regulations - Chapter 1. General Provisions (e) Licensee. "Licensee means any individual whose name appear(s) on a license issued by the Board, ... is, able to speak, understand, read and write the English language in a proficient manner ..."

THE THREE (3) PEOPLE WHO SIGN THE APPLICATION MUST COMPLETE THE FOLLOWING:

- COMPLETE NAME
- TITLE (Bride, Groom, Mother, Father, Member, Vice President, Etc.)
- PHONE NUMBER
- DATE OF BIRTH
- COMPLETE ADDRESS (STREET, CITY, STATE, ZIP CODE)
- SIGN – YOUR SIGNATURE MUST BE NOTARIZED
- ALL THREE (3) APPLICANTS MUST ATTEND THE EVENT & MUST BE OVER 21 YEARS OLD
- ALL THREE (3) APPLICANTS MUST PROVIDE A COPY OF THEIR DRIVER'S LICENSE (FRONT ONLY)

IF THERE IS TO BE ENTERTAINMENT AT THE EVENT, LIST TYPE OF ENTERTAINMENT AND NAME (i.e. Band (name)/Acoustic/Piano/DJ/Computer/iPod)

YOU MUST SUPPLY A COPY OF: INVITATIONS/eVITES/ANNOUNCEMENTS/TICKETS/FLYERS.
(PROVIDE PROOF OR DETAILS ACKNOWLEDGING THE EVENT)

*IF THIS IS THE FIRST TIME YOUR ORGANIZATION/CLUB IS APPLYING YOU **MUST SUPPLY** COPIES OF YOUR ARTICLES OF INCORPORATION/BY-LAWS/MINUTES OF A MEETING AT THE TIME OF FILING.
PROOF OF NON-PROFIT STATUS: (Tax ID #, Federal No. and/or State No.)or(501(c)(3))*

THE PROPERTY OWNER, HALL MANAGER, ETC. (WHERE EVENT IS BEING HELD) MUST COMPLETE THE BACK PORTION OF FORM (STATEMENT OF OWNER OF PREMISES) - SIGN, WITNESS AND DATE.

AT LEAST ONE OF THE APPLICANTS, WHO SPEAKS AND UNDERSTANDS THE ENGLISH LANGUAGE (See above Rules and Regulations Chapter 1. General Provisions (e), MUST BRING THE APPLICATION AND SUPPORTING DOCUMENTS TO THE LIQUOR BOARD OFFICE, 2660 RIVA ROAD, SUITE 360, ANNAPOLIS, MARYLAND. APPLICATIONS ARE PROCESSED FROM 9:00 am TO 3:00 pm MONDAY - FRIDAY. QUESTIONS? Call 410-222-1148 or visit www.aacounty/liquorboard

COSTS: CLASS C (BEER, WINE) IS \$25.00 AND CLASS C (BEER, WINE, LIQUOR) IS \$50.00, PAYMENT BY CHECK OR MONEY ORDERS ONLY, PAYABLE TO: AACO LIQUOR BOARD, NO CASH or BANK/CREDIT/DEBIT CARDS ARE ACCEPTED!!!

PLEASE TAKE THE TIME TO REVIEW AND ENSURE APPLICATION IS COMPLETELY FILLED OUT CORRECTLY. LICENSES ARE PROCESSED AT TIME OF SUBMISSION.

State of Maryland
(Anne Arundel County)

**APPLICATION FOR A ONE-DAY CLASS C,
SPECIAL ALCOHOLIC BEVERAGE LICENSE**

This form must be completed and presented to the Liquor Board at least 7 days prior to the event, but may be brought up to 30 days in advance. NO EXCEPTIONS.

PLEASE PRINT

TYPE OF LICENSE: BEER/WINE \$25.00 BEER/WINE/LIQUOR \$50.00

DATE OF EVENT: **Month** _____ **Day** _____ **Year** _____

Name of Event, Club, Non-Profit Organization or Entity:

_____ (i.e. Jones/Smith Wedding; Beverly Beach's 50th Birthday Party; Association's Bull & Oyster Roast)

Purpose of Event: _____

Location Name: _____

Location Address: _____

Guest Total: _____ Hours: From: _____ to: _____ Music: Band DJ None Other

APPLICANTS: MUST HAVE THREE (3) INDIVIDUALS RESPONSIBLE/HOSTING EVENT-ALL MUST ATTEND THE EVENT AND BE OVER 21 YEARS OF AGE. Please print names, affiliation/title, phone numbers, date of birth and address of each individual:

a. _____
(Print Name) (Title) (Phone Number) (Date of Birth) (Home Address)

b. _____
(Print Name) (Title) (Phone Number) (Date of Birth) (Home Address)

c. _____
(Print Name) (Title) (Phone Number) (Date of Birth) (Home Address)

a. _____
(Signature of Applicant)

b. _____
(Signature of Applicant)

c. _____
(Signature of Applicant)

NOTARY

STATE OF MARYLAND, COUNTY OF _____ ss:

THIS CERTIFIES, That on the _____ day of _____, 20____, before the subscriber, a Notary Public of the State of Maryland, personally appeared the applicants named above in this application, and made oath in due form of law that the information therein is true.

WITNESS MY HAND AND OFFICIAL SEAL:

(SEAL)

(Notary Public)

STATEMENT OF OWNER OF PREMISES

On this _____ day of _____, _____, the undersigned as owners of or on behalf of the owners of the Property located at _____
(Event Location Address)

hereby certify that the Applicants, _____, _____,
and _____, on behalf of _____,
(Name of Party/Association/Event)

named on the front of this Application are authorized to hold the Event described on the front of this Application and to the granting of the Special One Day Liquor License applied for herein and authorize the State Comptroller and Board of License Commissioners for Anne Arundel County, their duly authorized agents and employees, as well as any Police Officer of Anne Arundel County to inspect and search without a warrant, the aforesaid Location of the Event, and any and all parts of the building, at any and all hours.

WITNESS: _____
(Signature)

OWNER/AUTHORIZED PERSONNEL:

Name of Business/Location (Please Print)

BY: _____
(Signature of Owner/Authorized Personnel)

(Print Name of Signatory and Title)

NOTICE TO APPLICANTS AND OWNERS

Pursuant to Alcoholic Beverages I, Titles 1 to 12, Sec. 6-329, if any signed statement, report, affidavit or oath, required under the provisions of this Act shall contain any false statement, the offender shall be deemed guilty of perjury, and upon conviction thereof, shall be subject to the penalties provided by law for that crime.

Pursuant to the Rules and Regulations of the Board of License Commissioners for Anne Arundel County – Chapter 1. General Provisions (e) Licensee. “Licensee means any individual whose name appear(s) on a license issued by the Board ... is, able to speak, understand, read and write the English language in a proficient manner ...”

BOARD OF LICENSE COMMISSIONERS
FOR ANNE ARUNDEL COUNTY



ONE DAY LICENSE HOLDERS AND HALL RENTALS

A ONE DAY LICENSE MAY BE ONLY GRANTED TO A NON PROFIT ORGANIZATION OR NOT FOR PROFIT EVENTS.

IF THE HALL YOU ARE RENTING HOLDS A CLASS "C" LICENSE, THE RENTERS ARE NOT ALLOWED TO USE OR PURCHASE THE ALCOHOLIC BEVERAGES FROM THE CLUB/HALL. THOSE BEVERAGES ARE FOR THEIR CLUB MEMBERS ONLY. IF THE HALL DOES USE THEIR ALCOHOLIC BEVERAGES FOR A RENTAL, THEY ARE PUTTING THEIR ALCOHOLIC BEVERAGE LICENSE IN JEOPARDY OF BEING SUSPENDED AND/OR REVOKED.

APPLICANT

APPLICANT

APPLICANT

OWNER/HALL RENTAL AGENT