

STATE OF MARYLAND SPECIAL LICENSE
APPLICATION FOR CLASS C-ONE DAY LICENSE
APPLICATION DUE: TEN (10) DAYS PRIOR TO THE DATE OF SCHEDULED EVENT
BOARD OF LICENSE COMMISSIONERS
9200 BASIL COURT, SUITE 420, LARGO, MARYLAND 20774
301-583-9980

In order to file an application the following items must be submitted

- Constitution and by-laws indicating that the organization is non-profit (Exempt Status 501(c)(3))
- Federal Tax ID Certification with the Number (Exemption from Federal income tax as provided for in 501(c)(3))
- Flyer or advertisement for the event (flyer must indicate that you must be 21 & over to purchase a drink)
- Comptroller of Maryland Sale and Use Tax Exemption Certificate or an Admission and Amusement License (If ticket sales or admissions are being imposed)
- Appropriate fee (Fees are to be paid by certified check, cashier's check or money order made payable to Prince George's County. No cash will be accepted)
- One Day Use & Occupancy Permit (obtain from Prince George's County DPIE if event is held outside)

TYPE OF LICENSE REQUESTED

() Beer and Light Wine - \$75.00 per day

() Beer, Wine and Liquor - \$200.00 per day

DATE AND TIME OF EVENT

DATE(S): _____ TIME: _____

NAME OF THE ORGANIZATION: _____

ADDRESS OF THE ORGANIZATION: _____

ADDRESS OF THE EVENT: _____

DESCRIBE THE EVENT: _____ EXPECTED ATTENDANCE: _____

INDICATE IF THE ADDRESS OF THE EVENT IS LOCATED ON RESIDENTIAL OR COMMERCIAL PROPERTY?

DESCRIBE THE PREMISES WHERE THE EVENT IS BE TO HELD: _____

NAME OF THE APPLICANT: _____ TELEPHONE NUMBER: _____

ADDRESS OF THE APPLICANT: _____

Questions to be completed regarding the applicant:

1) Have you ever been found in violation of the laws, rules, or regulations concerning the sale, control and/or dispensing of alcoholic beverages? _____ If yes, explain _____

2) Have you ever been found guilty of a felony? _____ If yes, explain _____

INDICATE MANNER IN WHICH ALCOHOLIC BEVERAGES ARE BEING SOLD:

CASH BAR () ADMISSION CHARGE () TICKET SALES ()

An application submitted for any function not held on Organization property must include written permission from the location officials where alcoholic beverages are to be sold and it must be presented with this application, for example - letter from M-NCPPC, Fire Department, Church, State or County properties.

HIGHLIGHTED RULES FOR YOUR INFORMATION:

1. All persons must be 21 years of age to purchase alcoholic beverages.
2. The sale or purchase of alcoholic beverages must be sold for on-site consumption by the drink. The sale of alcoholic beverages to go are prohibited.
3. All sales must stop promptly at 2:00 a.m.
4. No intoxicated persons may be served any alcoholic beverages.
5. No unnecessary noise or disturbance that could be a nuisance to the community shall occur.
6. The person responsible for this function must see that order and decorum are kept at all times.
7. The event shall not be a threat to the health, peace and safety of the neighborhood.
8. License must be returned to the Board's office within 72 hours of use.
9. This permit is non-transferable and for the date issued **ONLY**.

In applying for this special temporary license, I understand the importance of the responsibility associated with this license. I further assure that the function will be operated according to the laws and rules regarding the sale and distribution of alcoholic beverages. I understand that the issuance of this license is for the use of the above named organization and for the pleasure of the citizens of Prince George's County and the function cannot pose a threat to the health, peace and safety of the neighborhood. By affixing my signature to this application I certify that I understand and accept responsibility of applying and carrying out the duties associated with this Class C-One Day Alcoholic Beverage License. False, incorrect or incomplete information provided on this application is reason for disqualification of the application.

Signature of Applicant:

Date:

STATE OF MARYLAND, COUNTY OF _____

This certifies that on this _____ day of _____ before me the subscriber, a Notary Public of the State of Maryland, aforesaid, personally appeared _____, who made oath in due form of law that all information contained in this application is true and correct.

Notary Public

My Commission expires _____

OFFICIAL USE ONLY

HOW LICENSE ISSUED: Picked up, Date _____ License # _____
 Mailed, Date _____ Approved by _____

Notifications: Police Department _____ Fire Department _____ DER _____ Municipality _____