

**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
- 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)

**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

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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

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**OFFICIAL USE ONLY**

HOW LICENSE ISSUED:	Picked up, Date _____	License # _____
	Mailed, Date _____	Approved by _____
Notifications: Police Department _____ Fire Department _____ DER _____ Municipality _____		