

BOARD OF LICENSE COMMISSIONERS
FOR ANNE ARUNDEL COUNTY



ONE DAY LICENSE APPLICATION
&
INSTRUCTIONS

All one-day applicants that are not a registered non-profit organization are not allowed to charge admission or have a cash bar.

All non-profit organizations must be registered for at least one year and show proof (IRS EIN # and MD STATE #) and must be in good standing.

(Please read and follow all instructions provided)

ONE-DAY LICENSE INSTRUCTIONS

ALL ONE DAY LICENSE APPLICATIONS MUST BE TYPED OR PRINTED IN INK AND **NOT TO BE COPIED AND OR SUBMITTED AS TWO SEPARATE PAGES.**

ALL LICENSE MUST BE SUMITTED SEVEN DAYS PRIOR TO YOUR EVENT

ALL ONE DAY LICENSES MUST BE ISSUED TO **THREE (3) PEOPLE** BELONGING TO THE NON-PROFIT ORGANIZATION, CLUB, SOCIETY OR ASSOCIATION (NO EXCEPTIONS).

MUST CONTAIN THE FOLLOWING INFORMATION:

ALL APLICANTS MUST BE 21YEARS AND OLDER

THE THREE PEOPLE WHO SIGN THE APPLICATION MUST COMPLETE THE FOLLOWING:

PLEASE PRINT:

- COMPLETE NAME
- TITLE (Bride, groom, member, Vice President, Etc.)
- PHONE NUMBER
- DATE OF BIRTH
- COMPLETE ADDRESS (STREET, CITY, STATE, ZIP CODE)
- SIGN IN CORRECT AREA
- ALL THREE APPLICANT MUST ATTEND THE EVENT

IF THERE IS TO BE ANY KIND OF ENTERTAINMENT AT THE FUNCTION, YOU MUST STATE WHAT TYPE AND THEIR NAME

YOU MUST SUPPLY A COPY OF:

IF A WEDDING-ANNOUNCEMENT OR MARRIAGE LICENSE, NON-PROFIT ORGANIZATIONS- TICKETS OR FLYERS, BIRTHDAY/ANNIVERSARY /GRADUATION, ETC. – INVITATIONS /ANNOUNCEMENTS.

IF THIS IS THE FIRST TIME YOU'RE ORGANIZATION/CLUB IS APPLYING YOU **MUST SUPPLY** THIS OFFICE WITH COPIES OF YOUR ARTICLES OF INCORPORATION/BY-LAWS/MINUTES OF A MEETING AT THE TIME OF FILING. PROOF OF NON-PROFIT STATUS: (Tax ID #9 Federal No.) (State No.)

ALL ONE DAY LICENSE APPLICATIONS **MUST BE NOTARIZED** ON THE FRONT, SIGNED BY THE **PROPERTY OWNER AND WITNESSED AND DATED** ON THE BACK OF THE FORM.

ALL ONE DAY LICENSE APPLICATIONS MUST BE BROUGHT INTO THE OFFICE OF THE BOARD OF LICENSE COMMISSIONERS, 2660 RIVA RD, ANNAPOLIS, MARYLAND, FOR PROCESSING AT LEAST **ONE (1) WEEK IN ADVANCE** OF THE EVENT. OUR HOURS FOR PROCESSING APPLICATIONS ARE BETWEEN **9:00 A.M. AND 3:00 P.M.**, MONDAY THROUGH FRIDAY.

ALL FEES MUST BE IN THE FORM OF A **CHECK OR MONEY ORDER, NO CASH WILL BE ACCEPTED!!!** THE FEES ARE AS FOLLOWS: CLASS C (BEER, WINE) IS \$25.00 AND CLASS C (BEER, WINE,LIQUOR) IS \$50.00, made payable to: **A.A.Co. Liquor Board.**

All licenses must be filled out properly in order to obtain your one day license

State of Maryland

(Anne Arundel County)

APPLICATION FOR A

CLASS C, SPECIAL ALCOHOLIC BEVERAGE LICENSE

All Applications for Special One-Day Licenses MUST be presented to the Board not less than 7 days prior to the event NO EXCEPTIONS

PLEASE PRINT

CLASS C -ON PREMISE ONLY

TYPE OF LICENSE [] BEER/WINE \$25.00 [] BEER/WINE/LIQUOR \$50.00

DATE TO BE USED: Month _____ Day _____ Year _____ License

Name of Club, Society or Association: _____

Guest Total: _____ Hours: From: _____ to: _____ Music: [] Band [] DJ [] None

Address of Licensed Premises: _____

Describe Premises: _____

State and give names, titles, phone numbers, date of birth and residences of at least three members/officers of club, society or association: PLEASE PRINT. (must attend event):

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

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

c. _____ (Name) (Title) (Phone Number) (Date of Birth) (Complete 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 _____, _____, 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)

EXTRACT FROM SECTION 16-501 OF ARTICLE 2B OF THE LAW: 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.

STATEMENT OF OWNER OF PREMISES REQUIRED IN CONNECTION WITH ALCOHOLIC BEVERAGE LAW OF MARYLAND:

(I, WE) HEREBY CERTIFY, that (I am, we are) the owner(s) of property known as

_____ named in the
(Name of Property) **(Name of Owner/Management of Licensed premises)**

afore-going application made by _____ to the Board of
(Applicant Name)

License Commissioners of Anne Arundel County under the Alcoholic Beverages Law of Maryland: That (I, we) assent to the granting of the license applied for, and that (I, we) hereby authorize the State Comptroller, his duly authorized deputies, inspectors and clerks, the Board of License Commissioners for Anne Arundel County, its duly authorized agents and employees, and any peace officer of said county to inspect and search without warrant, the premises upon which the business is to be conducted, and any and all parts of the building in which said business is to be conducted, at any and all hours.

WITNESS (our, my) hand(s) and seal(s) this _____ **day of,** _____, _____
DAY MONTH YEAR

WITNESS: _____
(Signature)

(Owner) _____
(Please Print)

(Residence) _____
(Please Print)

(Owner) _____
(Signature)

(Owner 2) _____
(Please Print)

(Residence) _____
(Please Print)

(Owner 2) _____
(Signature)

DO NOT SUBMIT AS TWO SEPARATE PAGES- MUST BE ONE PAGE FRONT AND BACK

BOARD OF LICENSE COMMISSIONERS
FOR ANNE ARUNDEL COUNTY



ONE DAY LICENSE HOLDERS AND HALL RENTALS

A ONE-DAY LICENSE MAY ONLY BE 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