

## Required Information/Documentation for One Day Application

All applicants shall submit a flier or other documentation describing and advertising the event

**Non-Profit Club:** Internal Revenue Service's Determination Letter and proof of current good standing

**Association or Society:** Articles of Organization or Bylaws Creating Organization Detailing Membership and Officers

**Indoor Event:** Authorization letter from property owner and/or Department of Housing and Community Development Permit

**Outdoor Event:** If applicable, attach Department of Transportation Special Event Permit and Event Boundaries Map

**Alcohol Services Security Plan:** Brief explanation how staff will serve only individuals 21 and over

### Frequently Asked Questions – One Day Alcoholic Beverages License Application Process

1. **Do I need a One-Day Alcoholic Beverages License Application if I am holding a private event, wedding, or other similar private function where alcohol will be served, but there is no fee or charge for admission?**

*Answer: No. An alcoholic beverages license is not necessary for a private event, wedding, or other similar function where there is no charge for admission or fee for alcoholic beverage service.*

2. **What type of organization can apply for a One-Day Alcoholic Beverages License?**

*Answer: A non-profit club, society, or association composed of citizens over the age of twenty-one (21), organized with officers and a constitution or by-laws. Such members of the non-profit club, society, or association are required to be elected by a formal vote of its members, directors or governing body, and to pay dues during the membership. A for-profit organization cannot submit an application for a One-Day Alcoholic Beverages License.*

3. **Who can apply for a One-Day Alcoholic Beverages License?**

*Answer: The applicant for the license shall be twenty-one (21) years old at the time of application and authorized by the non-profit club, society, or association to make an application on behalf of said non-profit club, society, or association.*

4. **When do I need to go to DHCD BEFORE applying for a Liquor License?**

*Answer: Applicants that desire to hold ANY Indoor Event should contact Zoning in the Department of Housing and Community Development **before** applying for a One Day Alcoholic Beverages to determine if their event requires a Temporary Use Permit. The phone number for Zoning is 410-396-4126. The BLLC will not issue a One Day Alcoholic Beverages License if the proper permits are not obtained before application to the BLLC.*

5. **When do I need to go to DOT for a Special Event Permit BEFORE applying for a Liquor License?**

*Answer: Applicants that desire to hold ANY Outdoor Event should contact the Department of Transportation's Special Events Division at 410-396-1916 **before** applying for a One Day Alcoholic Beverages. The BLLC will not issue a One Day Alcoholic Beverages License if the proper permits are not obtained before application to the BLLC.*

6. **What types of One Day Alcoholic Beverages Licenses can I apply for and how much do they cost?**

*Answer: The cost of a One Day Alcoholic Beverages License varies depending on the type of license the applicant is applying for and the number of days of the event. A Class "C" Beer and Wine License permit the holder to sell Beer and Wine at an event for a cost of \$25 per day. A Class "C" Beer, Wine, and Liquor License permit the holder to sell Beer, Wine, or Liquor for a cost of \$50 per day.*

7. **When should I make an application to the BLLC for a One Day Alcoholic Beverages License?**

*Answer: Applicants should apply for a special One Day Alcoholic Beverages License **at least ten (10) days** prior to the scheduled event. Submission of a late application could lead to its automatic denial.*

8. **What documentation should I bring if I am applying for a license on behalf of a Religious Institution?**

*Answer: Applicants that are applying on behalf of a religious institution shall bring attach a copy of the religious institution's tax exempt letter, and a letter, on the religious institution's letterhead, from the executive of the particular religious institution granting authority to the applicant to apply for the license and use its grounds to hold the event.*

9. **What documentation should I bring if I am applying for a license on behalf of a University or College?**

*Answer: Applicants that are applying on behalf of a University or College shall attach a copy of a letter of authorization from the Dean of Students of the University or College, which includes authorization from the University or College to hold the event on its grounds and verification that the applicant is part of a registered student group or association*

10. **If I have any additional questions or concerns, who can I call?**

*Answer: You can call our offices at 410-396-4377 for any additional questions or concerns that you have.*