

Rule 4.22 Baltimore City Related Event Permit – Application and Permit Issuance Process

(a) Definitions

- a. For the purposes of Rule 4.22, the following terms have the following meanings:
 - i. “Application” means an application for a Baltimore City Related Event Permit.
 - ii. “Board” is defined as the Board of Liquor License Commissioners for Baltimore City and its employees.
 - iii. “CIAA Basketball Tournament” means the annual basketball tournament of the Central Intercollegiate Athletic Association.
 - iv. “DOT” means Department of Transportation for the City of Baltimore.
 - v. “License Holder” means a license holder who is participating on behalf of a Related Event Promoter.
 - vi. “Reasonably Anticipate(d),” for the purposes of determining population size of a Related Event, means that the applicant is on notice of a credible probability that at least 75 individuals will be in attendance at a Related Event.
 - vii. “Related Event” means an event in which:
 1. A License Holder participates in a coordinated promotion with a third-party promoter to sell or provide alcoholic beverages during a specified time; and at least 75 individuals are Reasonably Anticipated to participate.
 2. A “Related Event” includes an event for which tickets are sold to the public, including a concert, an entertainment event, a happy hour, or a party.
 - viii. “Related Event Promoter” means an individual, for profit organization, or a non-profit organization that promotes a social event related to the CIAA Basketball Tournament around the same time and location as the CIAA Basketball Tournament.
 - ix. “Related Event Promoter’s Permit” means a permit that is issued by the Board, which allows a License Holder or a Related Event Promoter to publicize, sell tickets for, organize, operate, produce, or stage a Related Event as defined by these Rules and Regulations.
 - x. “Security Personnel” means an employee of a license holder who provides on premises security services or an individual who is a Maryland State Police certified security guard employed by a Maryland State Police certified security agency.
 - xi. “State Caterer’s License or SCAT License” is defined by Alc. Bev. Art. §2-501 through §2-506 of the Maryland State Code.
 - xii. “Written Consent from a Designee of Visit Baltimore” means a written or electronic communication issued by a representative from Visit Baltimore identifying a license holder or related event promoter who is eligible to make Application for a Related Event Promoter’s Permit.
 - xiii. “Visit Baltimore” means the official 501(c)(6)/non-profit group that is the destination marketing organization for the City of Baltimore.

(b) Related Event Promoter’s Permit

- a. As per Alc. Bev. Art. §12-1102.2 (b) there is a Related Event Promoter's Permit.

(c) Authority of the Board

- a. The Board may issue a Related Event Promoter's Permit, which authorizes:
 - i. a License Holder or a Related Event Promoter to publicize, sell tickets for, organize, operate, produce, stage, and conduct a Related Event as defined by these Rules and Regulations.

(d) General Application Guidelines

- a. **Related Event Promoter Permit Applications Due no later than 90 Days before Event**
 - i. The Board is authorized to grant a Related Event Promoter's Permit, only to applicants who submit an Application to the Board, as provided under these rules and regulations, due no later than 90 days before the date of the Related Event.
- b. **One Event = One Application**
 - i. A separate Application shall be submitted to the Board for each Related Event held by either the License Holder, Related Event Promoter, or SCAT License Holder.
 - 1. No Exceptions for Multiple Events at Same location, Same Day
 - a. Multiple events held at the same location on the same day will require a separate Application for each event.
- c. **Baltimore City Residency Not Required**
 - i. An individual who applies for and is issued the permit is not required to be a resident or a registered voter in Baltimore City.
- d. **14 Day Review and Notification Process**
 - i. Within 14 days after receiving an Application, the Board shall grant or deny the permit or request more information from the applicant.
- e. **Permit Alteration Restrictions**
 - i. A permit may not be altered within 30 days before the Related Event is scheduled to take place.
- f. **Time Limitations on Related Event Promoter's Permit**
 - i. The permit for each Related Event may be in effect for the time stated on the special event permit issued by DOT.
- g. **Special Event Permit**
 - i. If a special event permit is needed, application shall be made pursuant to DOT's special event permits rules and regulations.

(e) Application Requirements

- a. **License Holder Application**
 - i. **Completed Application that is Signed and Notarized**
 - 1. The Application shall be signed and notarized by the License Holder.
 - ii. **DOT Permit Receipt or DOT Letter Required to be submitted with Application**
 - 1. **Under 300 Participants**
 - a. **Request to Close Streets – DOT Special Event Application**

1. The Board shall verify that the legal entity that owns the license (corporation, limited liability company, etc.) where the Related Event is conducted is in good standing with the Maryland State Department of Assessments and Taxation.

vi. Security Plan

1. The License Holder applicant shall provide the Board with a security plan that contains the following information:
 - a. Map of the Area,
 - b. Number of Security Personnel overseeing the event,
 - c. A plan to ensure that individuals purchasing and consuming alcoholic beverages are 21 and older,
 - d. A plan to ensure alcoholic beverages purchased at the Related Event are not transported off-premise; and
 - e. The Board's Alcoholic Beverage Rules and Regulations.

vii. Outdoor Event

1. If this is an outdoor event and License Holders are serving alcoholic beverages in temporary space that is authorized by DOT, then license holders shall pay the additional \$200 per day for an outdoor extension.

b. License Holder and Related Event Promoter Joint Application

i. Letter from License Holder

1. To make application for a Related Event Promoter's Permit in conjunction with a License Holder, a Related Event Promoter shall obtain and submit to the Board a letter on the license holder's letterhead, which is signed by the license holder, authorizing the third party promoter to make application for the Related Event Promoter's Permit.

ii. Completed Application that is Signed and Notarized

1. The Application shall be signed and notarized by the license holder, whose location is being utilized for the event.

iii. DOT Permit Receipt or DOT Letter Required to be submitted with Application

1. Under 300 Participants

a. Request to Close Streets – DOT Special Event Application

- i. If the proposed number of attendees/ticket purchasers to the event is less than 300 and the applicant's event requires the closure of a street, then the applicant shall make applicant with DOT for a special event permit.

1. The Board shall not accept an Application from an applicant in these circumstances, unless the applicant submits a receipt for his or her special event permit application to the Board with their Related Event Permit application.

b. No Request to Close Streets

- i. If the proposed number of attendees/ticket purchasers to the event is less than 300 and the applicant's event

does not require the closure of a street, then no special event permit is required for the filing of a Related Event Promoter's Permit.

2. 300 Participants or above

- a. If the proposed number of attendees/ticket purchasers to the event is 300 or more, then the applicant is required to have DOT review their request to determine whether or not the issuance of DOT special event permit is required to hold the event.
- b. If DOT determines that a special event permit is not required, then DOT shall provide a letter to the applicant indicating that no special event permit is required for the Related Event.
- c. The applicant shall submit a copy of this letter with his or her Application to the Board.
- d. **Special Event Permit Needed – DOT Receipt**
 - i. If upon review, DOT determines that a special event permit is required for the Related Event, then the applicant shall submit a special event permit application to DOT.
 - ii. The applicant shall submit a receipt for his or her special event permit application to the Board with their Related Event permit application.

iv. Written Consent from Visit Baltimore

- 1. The Related Event Promoter applicant shall submit a copy of the written consent from a designee of Visit Baltimore identifying the Related Event Promoter as one that is eligible to make application for a Related Event Promoter's Permit.
 - a. The Board will verify with Visit Baltimore the authenticity of the consent.

v. Flyer for the Event

- 1. The applicant shall provide a copy of a flyer advertising, promoting, or publicizing the event.

vi. Proof of Good Standing

- 1. The Board shall verify that the legal entity that owns the license (corporation, limited liability company, etc.) where the Related Event is conducted is in good standing with the Maryland State Department of Assessments and Taxation.

vii. Security Plan

- 1. The applicant shall provide the Board with a security plan that contains the following information:
 - a. Map of the Area,
 - b. Number of Security Personnel overseeing the event,
 - c. A plan to ensure that individuals purchasing and consuming alcoholic beverages are 21 and older,

- d. A plan to ensure alcoholic beverages purchased at the Related Event are not transported off-premise; and
- e. The Board's Alcoholic Beverage Rules and Regulations.

viii. Outdoor Event

- 1. If this is an outdoor event and alcoholic beverages will be served by the License Holder in temporary space that is authorized by DOT, then the applicant shall pay the additional \$200.00 per day for an outdoor extension.

c. One Day License Holders and Related Event Promoter Joint Application

i. Letter from One Day License Holder

- 1. To make application for a Related Event Promoter's Permit in conjunction with a Class C one-day (non-profit) License Holder, a Related Event Promoter shall obtain and submit to the Board a letter on the license holder's letterhead, which is signed by the Class C one-day (non-profit) License Holder, authorizing the third party promoter to make application for the Related Event Promoter's Permit.

ii. Copy of One Day License Issued

- 1. The applicant shall provide the Board with a copy of the Class C one-day license issued.
- 2. The Class C one-day license shall authorize its holder to provide alcoholic beverages on a date and time contemporaneous with the Application for the Related Event Promoter's Permit.

iii. Completed Application that is Signed and Notarized

- 1. The Application shall be signed and notarized by the Class C one-day (non-profit) License Holder, whose location is being utilized for the event.

iv. DOT Permit Receipt or DOT Letter Required to be submitted with Application

1. Under 300 Participants

a. Request to Close Streets – DOT special event application

- i. If the proposed number of attendees/ticket purchasers to the event is less than 300 and the applicant's event requires the closure of a street, then the applicant shall make applicant with DOT for a special event permit.

- 1. The Board shall not accept an Application from an applicant in these circumstances, unless the applicant submits a receipt for his or her special event permit application to the Board with their Related Event permit application.

b. No Request to Close Streets

- i. If the proposed number of attendees/ticket purchasers to the event is less than 300 and the applicant's event does not require the closure of a street, then no special

event permit is required for the filing of a Related Event Promoter's Permit.

2. 300 Participants or above

- a. If the proposed number of attendees/ticket purchasers to the event is 300 or more, then the applicant is required to have DOT review their request to determine whether or not the issuance of DOT special event permit is required to hold the event.
- b. If DOT determines that a special event permit is not required, then DOT shall provide a letter to the applicant indicating that no special event permit is required for the Related Event.
- c. The applicant shall submit a copy of this letter with his or her Application to the Board.
- d. **Special Event Permit Needed – DOT Receipt**
 - i. If upon review, DOT determines that a special event permit is required for the Related Event, then the applicant shall submit a special event permit application to DOT.
 - ii. The applicant shall submit a receipt for his or her special event permit application to the Board with their Related Event permit application.

v. Written Consent from Visit Baltimore

- 1. The Related Event Promoter applicant shall submit a copy of the written consent from a designee of Visit Baltimore identifying the Related Event Promoter as one that is eligible to make application for a Related Event Promoter's Permit.
 - a. The Board will verify with Visit Baltimore the authenticity of the consent.

vi. Flyer for the Event

- 1. The applicant shall provide a copy of a flyer advertising, promoting, or publicizing the event.

vii. Proof of Good Standing

- 1. The Board shall verify that the legal entity that owns the license (corporation, limited liability company, etc.) of the non-profit organization that holds the one-day Class C license is in good standing with the Maryland State Department of Assessments and Taxation.

viii. Security Plan

- 1. The applicant shall provide the Board with a security plan that contains the following information:
 - a. Map of the area,
 - b. Number of Security Personnel overseeing the event,
 - c. A plan to ensure that individuals purchasing and consuming alcoholic beverages are 21 and older,
 - d. A plan to ensure alcoholic beverages purchased at the Related Event are not transported off-premise; and

- e. The Board's Alcoholic Beverage Rules and Regulations.
- d. **SCAT License Holders and Related Event Promoter Joint Application**
 - i. **Letter from SCAT License Holder**
 - 1. To make application for a Related Event Promoter's Permit in conjunction with a SCAT license holder, a Related Event Promoter shall obtain and submit to the Board a letter on the license holder's letterhead, which is signed by the SCAT license holder, authorizing the third party promoter to make application for the Related Event Promoter's Permit.
 - ii. **Copy of SCAT License**
 - 1. The applicant shall provide the Board with a copy of the SCAT license holder's license to ensure its validity.
 - a. The Board may verify the authenticity of the SCAT license holder with the Comptroller's Office of the State of Maryland.
 - iii. **Completed Application that is Signed and Notarized**
 - 1. The Application shall be signed and notarized by the SCAT license holder, whose location is being utilized for the event.
 - iv. **DOT Permit Receipt or DOT Letter Required to be submitted with Application**
 - 1. **Under 300 Participants**
 - a. Request to Close Streets – DOT special event application
 - i. If the proposed number of attendees/ticket purchasers to the event is less than 300 and the applicant's event requires the closure of a street, then the applicant shall make applicant with DOT for a special event permit.
 - 1. The Board shall not accept an Application from an applicant in these circumstances, unless the applicant submits a receipt for his or her special event permit application to the Board with their Related Event permit application.
 - b. **No Request to Close Streets**
 - i. If the proposed number of attendees/ticket purchasers to the event is less than 300 and the applicant's event does not require the closure of a street, then no special event permit is required for the filing of a Related Event Promoter's Permit.
 - 2. **300 Participants or above**
 - a. If the proposed number of attendees/ticket purchasers to the event is 300 or more, then the applicant is required to have DOT review their request to determine whether or not the issuance of DOT special event permit is required to hold the event.
 - b. If DOT determines that a special event permit is not required, then DOT shall provide a letter to the applicant indicating that no special event permit is required for the Related Event.

- c. The applicant shall submit a copy of this letter with his or her Application to the Board.
- d. **Special Event Permit Needed – DOT Receipt**
 - i. If upon review, DOT determines that a special event permit is required for the Related Event, then the applicant shall submit a special event permit application to DOT.
 - ii. The applicant shall submit a receipt for his or her special event permit application to the Board with their Related Event Permit Application.
- v. **Written Consent from Visit Baltimore**
 - 1. The Related Event Promoter applicant shall submit a copy of the written consent from a designee of Visit Baltimore identifying the Related Event Promoter as one that is eligible to make application for a Related Event Promoter’s Permit.
 - a. The Board will verify with Visit Baltimore the authenticity of the consent.
- vi. **Flyer for the Event**
 - 1. The applicant shall provide a copy of a flyer advertising, promoting, or publicizing the event.
- vii. **Proof of Good Standing**
 - 1. The Board shall verify that the legal entity that owns the SCAT license (corporation, limited liability company, etc.) is in good standing with the Maryland State Department of Assessments and Taxation.
- viii. **Security Plan**
 - 1. The applicant shall provide the Board with a security plan that contains the following information:
 - a. Map of the area,
 - b. Number of Security Personnel overseeing the event,
 - c. A plan to ensure that individuals purchasing and consuming alcoholic beverages are 21 and older,
 - d. A plan to ensure alcoholic beverages purchased at the Related Event are not transported off-premise; and
 - e. The Board’s Alcoholic Beverage Rules and Regulations.

(f) Fees

- a. As per Alcoholic Beverages Article 12-1102.2(h)(1), the fees associated with the Related Event Promoter’s Permit are as follows:
 - i. **Application Fee**
 - 1. The application fee is \$50.00, which is payable on the submission of the Application.
 - ii. **Permit Fee**
 - 1. The permit fee, payable when the permit is granted, is

- a. \$500, if 75 to 299 individuals are Reasonably Anticipated to participate; or
 - b. \$1500, if 300 or more individuals are Reasonably Anticipated to participate.
 - b. **Director of Finance**
 - i. All payments made to the Board will be made out to the "Director of Finance" for the City of Baltimore.
 - c. **Cancellations and Refunds**
 - i. **Cancellations**
 - 1. **Written Request and Original Copy of License**
 - a. A Related Event Permit holder shall request in writing, no later than 14 calendar days before the date of the Related Event, a cancellation of their Related Event Permit.
 - i. The following information shall be provided in the cancellation letter:
 - 1. Name of Requester,
 - 2. Name, date, and location of the event,
 - 3. Reason for the cancellation; and
 - 4. Name and address of individual or corporation to whom the check should be made payable.
 - b. **Original Copy of Related Event Permit**
 - i. Accompanying the letter, the Related Event Permit holder shall include the original copy of the Related Event Permit with his or her cancellation request.
 - ii. **Refunds**
 - 1. Upon receipt, valid and complete requests for cancellation will be processed by the Board. Any payment made payable to the individual or corporation requesting the cancellation shall be made by the Department of Finance for the City of Baltimore.
- (g) **Issuance of Related Event Promoter's Permit and Display**
 - a. **Issuance of Related Event Promoter's Permit**
 - i. Upon completion of the Application to the satisfaction of the Board, submission of all documents, and payment of the required fees as stated in these Rules and Regulations, the Board shall issue a Related Event Promoter's Permit to the applicant.
 - b. **Display on the Premises**
 - i. The holder of a Related Event Promoter's Permit shall conspicuously display a copy of the permit on the premises where the Related Event is conducted on the date and time of the Related Event.
 - 1. **Presentation**
 - a. Upon request by a Board Inspector or law enforcement officer, the holder of the Related Event Promoter's Permit shall present said permit to the Board Inspector or law enforcement officer.

(h) Enforcement

- a. **Board Inspection Division**
 - i. The Inspection division of the Board shall enforce the provisions of Alc. Bev. Art. §12-1102.2 and these Rules and Regulations.
 - 1. **Board Jurisdiction is NOT Exclusive**
 - a. Rules and Regulations do not preclude state and local law enforcement officers and State Comptroller’s Office from enforcing the provisions of Alc. Bev. Art. §12-1102.2 and these Rules and Regulations.
- b. **Health and Safety Standards**
 - i. **Health Standards**
 - 1. Enforcement efforts shall ensure that holders of Related Event Promoter’s Permits are in compliance with standards set forth by the Department of Health for the City of Baltimore.
 - ii. **Public Safety Standards**
 - 1. Enforcement efforts shall ensure that holders of a Related Event Permit do not engage in activity that would constitute a violation of the Board’s Alcoholic Beverage Rules and Regulations, which Related Event Permit Holders shall be responsible for complying with to the extent allowable under law.
- c. **Penalties**
 - i. **License Holders**
 - 1. For the offense of publicizing, selling tickets for, organizing, operating, producing, facilitating, or staging a Related Event with the knowledge or a reason to know that a Related Event Promoter’s Permit Required under Alc. Bev. Art. §12-1102.2 has not been obtained, the Board shall impose a fine of not less than \$1,000 and not more than \$3,000 or suspend the license or both.
 - ii. **Promoters and License Holders**
 - 1. A person who violates Alc. Bev. Art. §12-1102.2 or these Rules and Regulations may not be granted a Related Event Promoter’s Permit for at least one (1) year.
 - iii. **SCAT License Holders**
 - 1. For the offense by the holder of a SCAT license of participating in a CIAA Basketball Tournament Related Event without first obtaining a Class C One Day License required by Alc. Bev. Art. §12-1102.2 the Comptroller shall impose a fine of not less than \$1,000 and not more than \$3,000 or suspend the license or both.

(i) Public Notice

- a. **Notification of all Related Event Promoter’s Permits via Board’s website**
 - i. The Board shall maintain a link on its website (lb.baltimorecity.gov) that provides a list of the Related Event Promoter’s Permits issued by the agency.
 - 1. **Updated on a Weekly Basis**

- a.** The Board shall update the information concerning Related Event Promoter's Permits on its website on a weekly basis to ensure information concerning Related Events is current.

Application for Related Event Permit

Board of Liquor License Commissioners for Baltimore City

RELATED EVENT PROMOTERS PERMIT APPLICATION FEE: <input type="checkbox"/> (\$50.00) ISSUANCE FEE: 75-299 <input type="checkbox"/> (\$500.00) 300+ <input type="checkbox"/> (\$1,500.00) DATE OF EVENT: _____ NAME OF EVENT: _____ NUMBER OF PARTICIPANTS: _____ NUMBER OF OUTDOOR EXTENSIONS: _____ X \$200 = _____ TOTAL AMOUNT OWED FOR PERMIT: _____	STAFF ONLY USE - USE AT ISSUANCE: DATE: _____ INITIALS: _____ <input type="checkbox"/> FLYER <input type="checkbox"/> DOT - SPECIAL EVENTS PERMIT <input type="checkbox"/> REGISTRATION LETTER FROM VISIT BALTIMORE <input type="checkbox"/> SECURITY PLAN WITH REQUIRED INFORMATION <input type="checkbox"/> ONE DAY LICENSE <input type="checkbox"/> LETTER FROM ONE DAY LICENSEE <input type="checkbox"/> LETTER FROM LICENSEE <input type="checkbox"/> SDAT STANDING <div style="border: 1px solid black; padding: 5px; font-size: small;"> Please note that this is a public document and upon request will be provided to the general members of the public. </div>
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SOLE LICENSEE
 PROMOTER WITH LICENSEE
 PROMOTER WITH ONE DAY LICENSEE
 SCAT LICENSED CATERER

I. PROMOTOR (MUST BE 21 YEARS OF AGE AND AUTHORIZED MA LETTER/I.D. TO APPLY FOR THE LICENSE BY THE ORGANIZATION/COMPANY)

(Name of Organization/Company/Promoter)	(Address.)	(City/State)	(Zip)
(full name)	(telephone no.)	(date of Birth)	E-mail (Required)
(residence) Street	Apt#	City	State Zip Code

2. PARTICIPATING LICENSE HOLDER INVOLVED (FILL OUT BELOW, ALL LICENSEE SIGNATURES MUST BE NOTARIZED)

(Trade Name)	(Address of Business)	(Printed Name of Licensee)	(Signature)
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I hereby certify that on the _____ day of _____, 20____, before me, the subscriber, a notary public of the State of Maryland, in and for _____, personally appeared _____ the applicant(s) named in this application made oath in due form of law that the matter and facts contained in said application are true and correct.

As witness, my hand and notarial seal.

Signature: _____ (Notary Seal) My Commission expires _____
 Printed Name: _____

3. Information about the Event (FILL OUT ONLY ENTRIES THAT ARE APPLICABLE)

INDICATE TYPE OF EVENT: INDOOR OUTDOOR WILL THE EVENT OCCUR ON EITHER: PUBLIC PROPERTY PRIVATE PROPERTY
 IF UNDER 300 PARTICIPANTS - CLOSING STREETS: YES NO IF YES, PLEASE ATTACH COPY OF DOT RECEIPT (PERMIT#: _____)
 IF OVER 300 PARTICIPANTS - PLEASE ATTACH COPY OF DOT RECEIPT OR LETTER INDICATING NO PERMIT NEEDED (PERMIT#: _____)

PLEASE ATTACH ALCOHOL SERVICES SECURITY PLAN AND ANSWER THE FOLLOWING QUESTIONS:

WILL YOU BE HIRING PRIVATE SECURITY YES NO PROVIDE NAME: _____ TEL#: _____
 HOW MANY SECURITY PERSONNEL WILL BE PRESENT AT THE EVENT: _____ PLEASE ATTACH A MAP OF THE AREA OF THE EVENT TO THIS APPLICATION
 HOW WILL EVENT STAFF IDENTIFY INDIVIDUALS 21 AND OVER? I.D. CHECK I.D. CHECK AND WRISTBANDS I.D. CHECK AND HAND MARKINGS
 HOW WILL EVENT STAFF ENSURE PATRONS DO NOT LEAVE RESTRICTED AREA WITH ALCOHOLIC BEVERAGES? _____

4. Oath and certification

I _____ affirm and certify that information within this application is true and accurate, and further assent that if granted this licenses, I hereby authorize the State Comptroller, his duly authorized deputies, inspectors and clerks, the Board of Liquor License Commissioners of Baltimore City, its duly authorized agents and employees, and any peace officer of the City of Baltimore and State of Maryland, to inspect and search, without warrant, the premises upon which this Related Event shall be conducted, and any and all parts of the premises or building in which said Related Event is to be conducted, during the hours authorized by the issuance of this permit.

 (Signature or Applicant) (Date)