

# Pub Tour Permit Frequently Asked Questions (FAQ) Sheet

## 1) **What is Pub Tour?**

*Answer: A pub tour is an event that includes at least three (3) license holders whose premises are within walking distance of each other who participate in a coordinated promotion to sell or provide alcoholic beverages during a specified date and time to a group of 75 or more individuals.*

## 2) **Who should apply for a Pub Tour Permit?**

*Answer: Anyone who anticipates holding an event that fits the above definition must apply for a permit. A pub tour promoter (or other organization) or a participating license holder on behalf of a pub tour promoter must obtain the permit from the Board before the pub tour promoter may publicize, sell tickets for, organize, operate, produce, or stage a pub tour. The permit authorizes the pub tour promoter and participating license holders to conduct a pub tour. Organizations that are planning pub tours as fundraisers or parties must also apply for permits.*

## 3) **When should I apply for a Pub Tour?**

*Answer: Applications for a pub tour shall be submitted to the BLLC at least forty-two (42) days before the date of the Pub Tour. This gives the applicant time to make the proper application for a Special Event permit – as required by the law – with the Baltimore City Department of Transportation (DOT).*

## 4) **What documents do I need to submit to the BLLC along with my Pub Tour Promoter's Permit Application to begin the process?**

*Answer: The applicant shall provide the BLLC with: (1) A complete BLLC Pub Tour Application (available on the BLLC website); and (2) a Special Events Permit receipt issued by DOT. **Please note that the pub tour permit will not be issued by the BLLC until the applicant provides the BLLC with a copy of the Special Events Permit issued by DOT.***

## 5) **When is an application considered complete by the BLLC?**

*Answer: The application must: (1) Contain **NOTARIZED** signatures for each licensee that will participate in the pub tour; and (2) List **each premise** for which the pub tour will be held; and (3) include **full payment** of all costs to the BLLC. The BLLC will not consider the application complete if any of these three items is missing.*

## 6) **Once a Pub Tour Application is submitted to the BLLC, can it be altered?**

*Answer: An application for a pub tour cannot be altered – i.e. additional licensees added, etc. – within 30 days before the pub tour is scheduled to take place.*

## 7) **Are there any additional considerations for non-profits?**

*Answer: On receipt of an application, the BLLC may reduce the permit fee by not more than 50% if the applicant shows that the proceeds from the pub tour after administrative expenses are deducted shall be used to benefit an organization that is exempt from taxation under §501(c)(3) of the Internal Revenue Code.*

## 8) **What happens if a licensed liquor establishment participates in a pub tour that has not been sanctioned by the BLLC?**

*Answer: For the offense of publicizing, selling tickets for, organizing, operating, producing, facilitating, or staging a pub tour with the knowledge or a reason to know that a pub crawl promoter's permit 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.*

## 9) **Are licensees that participate in pub tours responsible for any violations of the BLLC's rules and regulations that occur during the pub tour?**

*Answer: Yes. Licensees are responsible for following the BLLC's rules and regulations at all times of operation, including any violation that occurs during a pub tour.*