

WICOMICO COUNTY, MARYLAND

Board of License Commissioners

212 W. Main Street, Suite 304
Salisbury, Maryland 21801
Telephone: 410 548-4835
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BOARD MEMBERS

A. Kaye Kenney, Chairman
James Allen
Christopher Eccleston

STAFF

Richard Duvall, Attorney
Christine Travis, Administrative
Rick Gardner, Chief Inspector
Mark Malone, Inspector

INSTRUCTIONS TO APPLICANTS FOR TEMPORARY CLASS "C" ALCOHOLIC BEVERAGE LICENSES IN WICOMICO COUNTY, MARYLAND

1. All Applicants **MUST** completed pages 1 through 4.
2. Officers of the organization shall be the applicants for the Alcohol Beverage License and the applicants shall sign the application and shall have their signatures notarized. At least one applicant must have lived in Wicomico County for two (2) years and be a Register Voter.
3. All questions on Page 3 must be completed. This is to include the **date (s) of the function, what is the event and the beginning and ending time(s)** for which this license is to cover.
4. On Page 4 of the application, the owner of the physical property where the event is being held shall sign and shall have his or her signature notarized. All information is required on the property ownership.
5. **By the signing of this application the applicants and organization agree to the statements made under number 13 and 14 found on page 4 of this application**
6. If your organization has never applied for a "temporary" license previously, please furnish a copy of the "by-law's" and / or Constitution of the Organization, along with documentation showing you are a "not for profit" organization, along with your Tax Exempt Status (example: 501(c)3 form from the I.R.S.).
7. A check or money order must be **made payable to Wicomico County, Maryland.** Please contact this office for a Payment form that will accompany your payment. The payment will be made at the Wicomico County Finance Office, Room 102, Government Office Building, 125 N. Division Street, Salisbury, Maryland. You will be given a receipt for your fee paid. **The receipt must be delivered to this office along with the application and all corresponding paper work**
8. Please note, temporary licenses may be issued for periods up to seven consecutive days but are only issued to Non-Profit-Clubs, Societies and Organizations
9. Beer and Wine License is \$ 30.00 per day, Beer, Wine and Liquor License is 45.00 per day. You must obtain a payment form from this office.
10. If you have any questions, please contact this office at 410 548-4835.

ADDITIONAL PAPER WORK REQUIRED FOR ANY EVENT BEING HELD OUTSIDE.

1. A written comprehensive plan of the event, to include but not limited to
 - Focus of the Event
 - Security
 - Anticipated number of attendees
 - Controls on the selling and serving of alcohol to persons who are of age
2. The outside area **MUST** be contained. A copy of the same detailed diagram of the outside area as submitted to fire safety office.
3. The Fire Safety Office Must be contacted for approvals and capacity.
4. The Health Department Must be contacted to see if a One Day permit is required for your event.
5. If the event is on city property, the following is required
 - A copy of the “Permit to Consume Alcoholic Beverages on City Property, One Day License”
 - A copy of the “Lease”
 - A copy of the certificate of insurance as required by the City of Salisbury
6. If the event is on county property, the following is required
 - A copy of the contract between the applicants and the county to utilize the property with permission to sell and consume alcoholic beverages
7. All corresponding paper work must be completed before any approval for an alcohol beverage license may be given.
8. Depending on the size & scope of The Event, an appearance before The Wicomico Board of License Commissioners **MAY BE** required and if a Hearing is required the applicants must **appear at least two months out from the event.**
9. If there are any questions, please contact this office at 410-548-4835.

State of Maryland / Wicomico County Application for Alcoholic Beverage License One Day Alcohol Event

1. Applicant

Date of Application: _____

First Name _____ Middle Name _____ Last Name _____

Home Address _____

Date of Birth _____

YES / NO
Register Voter in
Wicomico

City, State, Zip _____

Home Telephone _____

Yrs Resided in Wicomico County _____

Work Telephone _____

Cell Telephone _____

2. Applicant

First Name _____ Middle Name _____ Last Name _____

Home Address _____

Date of Birth _____

YES / NO
Register Voter in
Wicomico

City, State, Zip _____

Home Telephone _____

Yrs Resided in Wicomico County _____

Work Telephone _____

Cell Telephone _____

3. Applicant

First Name _____ Middle Name _____ Last Name _____

Home Address _____

Date of Birth _____

YES / NO
Register Voter in
Wicomico

City, State, Zip _____

Home Telephone _____

Yrs Resided in Wicomico County _____

Work Telephone _____

Cell Telephone _____

PAGE 1

OFFICIAL USE

Receipt Number _____

Date _____

Signature of Applicants

Applicant A. _____
Signature Title

Applicant B. _____
Signature Title

Applicant C. _____
Signature Title

STATE OF MARYLAND
WICOMICO COUNTY

THIS HEREBY CERTIFIES, THAT on the _____ day of _____ 20____, before the subscriber, A Notary Public in and for the _____, personally appeared _____ and made oath in due form of law that the statement therein is true to the best of _____ knowledge.

WITNESS My hand and official seal,

(NOTARY PUBLIC)

SEAL

Commission Expires

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WICOMICO COUNTY

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(NOTARY PUBLIC)

SEAL

Commission Expires

- 13. The applicant(s) will, if granted a license will conform to all laws and regulations relating to the business in which the applicant(s) proposes(s) to engage in.
- 14. Only the Organization whom is applying for said alcohol beverage license are the ones to receive the proceeds from the Sales of Alcohol

Property Owners Consent

I hereby certify that I am the owner or its duly authorized agent of the premises located at _____

_____, and do hereby authorize the State Comptroller, his duly authorized deputies, Wicomico Board of License Commissioners, Inspectors and Clerks, its duly authorized agents and employees, and peace officers of such county to inspect and search, without warrant, the premises upon which said event is to be held at any and all hours.

Signature of Owner gives permission to have alcoholic beverages on the premises.

Signature of Property Owner _____
 Print Property owners name _____
 Print Property owners address _____
 Print Property owners city/state/zip _____
 Print Property owners phone number _____

TO BE COMPLETED BY
 THE PERSON AND / OR
 ENTITY THAT OWNS THE
 PHYSICAL PROPERTY

STATE OF MARYLAND
 WICOMICO COUNTY

THIS HEREBY CERTIFIES, THAT on the _____ day of _____ 20____, before the subscriber, A Notary Public in and for the _____, personally appeared _____ and made oath in due form of law that the statement therein is true to the best of _____ knowledge.

WITNESS My hand and official seal,

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SEAL

 Commission Expires

1. Which type of license is the Organization Applying for:

Beer and / or Wine Beer, Wine and Liquor
[Circle One]

2. Corporate Name and Trade Name of the Organization applying for the Alcohol Beverage License _____

3. Mailing Address _____
Of the Organization

4. Location of the _____
Event Being Held

5. Event / Type _____
and/or For

6. Date, Time and Name of the Event _____

7. Have the Applicant(s) ever been convicted of a Felony Yes or No
[Circle One]

8. Have the Applicant(s) and/or the organization ever been adjudged guilty of violating the laws governing the sale of alcohol or the prevention of gambling in the State of Maryland
Yes or No
[Circle One]

9. Have the Applicant(s) and / or the organization ever had an alcohol beverage license revoked
Yes or No
[Circle One]

10. Do the Applicant(s) or their spouses have any pecuniary interest in any other place of business in the county, counties, or Baltimore City where, or for which a license has been applied for, granted or issued under Article 2B Yes or No
[Circle One]

11. If the Applicant(s) and/or the organization ever held an Alcohol License before, state where and when

12. Date the Organization was Incorporated _____