

# WICOMICO COUNTY, MARYLAND

## Board of License Commissioners

212 W. Main Street, Suite 304  
Salisbury, Maryland 21801  
Telephone: 410 548-4835  
Fax: 410-548-4374  
e-mail: [ctravis@wicomico.org](mailto:ctravis@wicomico.org)

### BOARD MEMBERS

A. Kaye Kenney, Chairman  
James Allen

### STAFF

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

### INSTRUCTIONS

#### TO APPLICANTS FOR TEMPORARY CLASS "C" ALCOHOLIC BEVERAGE LICENSES AND / OR A BASKET OF CHEER IN WICOMICO COUNTY, MARYLAND

1. Only Non-Profits, as defined by the Internal Revenue Code, can apply for a One Day Alcohol Beverage License and / or a Basket of Cheer Permit
2. All Applicants **MUST** completed pages 1 through 4.
3. 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.
4. 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.
5. 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.
6. **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**
7. 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.).
8. 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**
9. 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

10. 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.
11. All alcohol to be sold and / or consumed and / or auctioned must be purchased by the organization who is applying for the license / permit
12. No Alcohol can be donated to the organization for the event
13. 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.

## BASKET OF CHEER INSTRUCTIONS

1. The cost for the Permit is as follows;
  - i. Beer and Wine \$ 30.00
  - ii. Beer, Wine and Liquor \$ 45.00
  
2. The following is what a basket can contain;
  - i. Beer and Wine Basket not more than
    - a) 288 ounces of beer; and
    - b) 2.25 liters of wine
  - ii. Beer, Wine and Liquor not more than
    - a) 288 ounces of beer
    - b) 2.25 liters of wine
    - c) 2.25 liters of liquor
  
3. The alcohol beverages contained in a basket of cheer shall be for off-premise consumption only.

# 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

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## 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

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## 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

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 the law that the statement therein is true to the best of \_\_\_\_\_ knowledge.

WITNESS My hand and official seal,

\_\_\_\_\_

(NOTARY PUBLIC)

SEAL

\_\_\_\_\_

Commission Expires

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 the law that the statement therein is true to the best of \_\_\_\_\_ knowledge.

WITNESS My hand and official seal,

\_\_\_\_\_

(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,

\_\_\_\_\_  
(NOTARY PUBLIC)

**SEAL**

\_\_\_\_\_  
Commission Expires

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

Beer &/or Wine

[ Circle One]

Beer, Wine and Liquor

One Day and/or Basket of Cheer

[ Circle One or Both]

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

\_\_\_\_\_

*State of Maryland / Wicomico County  
Application for Alcoholic Beverage License  
One Day Alcohol Event and/or Basket of Cheer*

**Basket of Cheer**

Type of Baskets

Beer and Wine or Beer, Wine and Liquor

(Circle One)

Number of Baskets

Contents of Baskets

Example: 12 Pack of Dogfish Head World Wide Stout, 1- 1.5 Barefoot Cellar Wine

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