



**PRINCE GEORGE'S COUNTY
BOARD OF LICENSE COMMISSIONERS**
9200 Basil Court, Suite 420
Largo, Maryland 20774
301-583-9980
<http://bolc.mypgc.us>



ONE DAY LICENSE GENERAL INFORMATION

Application Must be Submitted Ten (10) Days Prior to the Date of the Scheduled Event

One Day License Applications must be **TYPED** and fully completed. However, if a handwritten application is submitted, the Board of License Commissioners (BOLC) reserves the right to reject the application (e.g., illegible).

Applications must be accompanied by the appropriate required documents and fees at the time of filing.

Applicant must initial each section of the General Information to acknowledge that you have read and understood the requirements to obtain a One Day License.

Current Filing Fee:

Appropriate fees are to be paid by Certified Check, Cashier's Check or Money Order made payable to Prince George's County. **Note:** Cash, Business Checks and Personal Checks will not be accepted.

Beer and Light Wine	\$75.00 (per day)
Beer, Wine and Liquor	\$200.00 (per day)

Constitution and By-Laws:

- Constitution and by-laws must be signed and indicate that the organization is a non-profit (*Exempt Status 501c3*)
- Applicants applying for a one-day license must be a Board Member/Officer of the non-profit organization. There must be a minimum of three (3) Board Members/Officers signatures on the application.

Applicant Initials: _____

Federal Tax EIN:

- Must provide a copy of the determination letter from the IRS that states your organization is recognized as a 501(c)(3) exempt.
- To obtain a copy of your EIN, please visit: <http://apps.irs.gov/app/eos/> to search your organization and click on the determination letter. If you are not able to obtain the letter, you may print out the first page of your recent 990 form.
- To review a list of Exempt organizations by state and region, please visit: <https://www.irs.gov/charities-non-profits/exempt-organizations-business-master-file-extract-eo-bmf>

Applicant Initials: _____

Identification:

- Must provide a copy of a State Issued ID, Driver’s License, or Passport.

Applicant Initials: _____

Flyer or Advertisement:

- Must provide a copy of the flyer for the event and must indicate that only patrons 21 and over may purchase & consume alcohol.

Applicant Initials: _____

Certificate of Status:

- Must have a current copy of Certificate of Good Standing (State where the organization is registered)
- To obtain a copy of this certificate, please visit the Maryland Department of Assessment & Taxation: <https://egov.maryland.gov/BusinessExpress/EntitySearch>
- If your organization is not registered in the State of Maryland, please log onto your State’s Department of Assessment & Taxation or appropriate website to confirm your organization is active.

Applicant Initials: _____

Letter of Permission:

- Provide a written permission letter from the owner/landlord of the property granting authorization for alcohol sales and consumption on the specified date(s) of the event.

Applicant Initials: _____

Elected Officials:

- Elected Officials applying for a One Day License are only required to provide the following documents: the application, fee, and flyer.

Applicant Initials: _____

Townships/Municipality:

- Events located in a township/municipality must contact the Chief of Police of that respective township/municipality to ensure their police department is aware of the event.
- Townships/Municipalities applying for a One Day License are only required to provide the following documents: the application, fee, and flyer.

Applicant Initials: _____

Churches:

- Churches applying for a One Day License are only required to provide the following documents: the application, fee, By-Laws, Federal Tax EIN, permission letter, and flyer.
- Catholic Churches applying for a One Day License are only required to provide the following documents: the application, fee, official catholic directory, Federal Tax EIN, permission letter, and flyer.

Applicant Initials: _____

One Day Use & Occupancy Permit:

- If your event will take place outdoors, you must obtain a temporary one day Use & Occupancy Permit from the Department of Permits, Inspections and Enforcement (DPIE) at least 45 days in advance.
- Events with 500+ participants must contact the Special Events Coordinator to ensure the Prince George’s County Fire Department (PGFD) and all required agencies have given approval of the event.

Note: See below for the point of contacts of the required agencies.

Applicant Initials: _____

POINT OF CONTACTS PERTAINING TO ONE DAY LICENSE WITH EVENTS 500+ PARTICIPANTS

	Name	Phone & Email	Area of Assistance
PSSECG – Public Safety Special Events Coordinator	Capt. LaTonya Hackley	(240) 695-8146 LCHackley@co.pg.md.us	Contact me if you have any Public Safety, Permitting or Inspection questions.
Prince George's County Police Department	Lt. Chris Alexander	(301) 399-1693 CWAlexander@co.pg.md.us	Contact Lt. Alexander to follow up on any requirements of the police department based on the details of your event or to discuss specific police assistance you would like to request.
Dept. of Permitting, Inspections & Enforcement (DPIE)	Karen Spears	(301) 883-5941 khspears@co.pg.md.us	Contact Ms. Spears to complete a DPIE Special Event Application and to apply for a DPIE Temporary Use/Special Event Permit.
Dept. of Permitting, Inspections & Enforcement (DPIE)	Brandon Wright	(240) 508-9639 BWright@co.pg.md.us	Contact Mr. Wright for any code-related questions and to schedule a Life Safety inspection of the event site. Mr. Wright will be able to advise you regarding the need for any 3rd-party inspections for any structures (tents, inflatables, stages) and electric, as applicable.
Prince George's County Office of the Fire Marshal	Jim Reilly	(240) 508-4931 jvreilly@co.pg.md.us	Contact Mr. Reilly to obtain information and guidance regarding fire-code compliance for special events. Mr. Reilly will advise whether you are required to schedule an inspection of the event site to ensure compliance with all fire codes.
Prince George's County Health Department	Gwen Hector	(301) 883-7646 gahector@co.pg.md.us	Continue to coordinate with Ms. Hector regarding food and beverage service for the event. You may also need to schedule an event-day inspection by the Health Department, if required.
Board of License Commissioners (Liquor Board)	Robert Clark	(301)583-9986 RSClark@co.pg.md.us	Continue to coordinate with Mr. Clark to provide the details pertaining to alcohol service at your event and to determine the Liquor Board's requirements based on those details.
Prince George's County Dept. of the Environment (DOE)	Denise Curry	(301) 883-3198 decurry@co.pg.md.us	Contact Mrs. Curry regarding the County’s recycling requirements as they apply to your Special Event.
Prince George's County Fire/EMS Department	Lt. Regan Marshall	(240) 508-1773 rmarshall@co.pg.md.us	Contact Lt. Marshall to submit your Emergency Medical, Weather and Evacuation Plans.

ACKNOWLEDGEMENT STATEMENT:

I, _____ acknowledge that failure to return this license or making unauthorized copies will result in refusal of the BOLC to issue one day licenses in the future.

Applicant Initials: _____