



**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: _____



**Prince George's County
Board of License Commissioners
9200 Basil Court, Suite 420
Largo, MD 20774
301-583-9980**



Class C – One Day License Application

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

Please review the General Information to ensure that you have all the required documents prior to filing an application. Applications must be typed and fully completed. However, if a handwritten application is submitted, the BOLC reserves the right to reject the application (e.g., illegible).

HIGHLIGHTED RULES FOR YOUR INFORMATION:

1. All persons must be 21 years of age to purchase alcoholic beverages.
2. The sale or purchase of alcoholic beverages must be sold for on-site consumption by the drink. The sale of alcoholic beverages to go are prohibited.
3. All sales must stop promptly at 2:00 a.m.
4. All entertainment must end at 12:00 a.m.
5. No intoxicated persons may be served any alcoholic beverages.
6. No unnecessary noise or disturbance that could be a nuisance to the community shall occur.
7. The person responsible for this function must see that order and decorum are kept at all times.
8. The event shall not be a threat to the health, peace, and safety of the neighborhood.
9. License must be returned to the Board's office within 72 hours of use.
10. This permit is non-transferable and for the date issued ONLY.

Type of License Requested	<input type="checkbox"/> Beer and Light Wine (\$75.00 per day)	<input type="checkbox"/> Beer, Wine, and Liquor (\$200.00 per day)
Note: Cannot exceed more than three (3) consecutive days		
Date(s) of the Event(s)		
Time(s) of the Event(s)		
Name of the Organization		
Address of the Organization		
Location and Address of the Event		
Applicant/Board Member Name		
Applicant/Board Member Address		
Applicant/Board Member Phone Number		
Expected Attendance	Is the address of the event located on: <input type="checkbox"/> Residential Property <input type="checkbox"/> Commercial Property	
Describe the Premises Where the Event Is to be Held		

To be completed by the applicant:

1. Have you ever been found in violation of the laws, rules, or regulations concerning the sale, control and/or dispensing of alcoholic beverages? Yes No

If yes, explain: _____

2. Have you ever been found guilty of a felony? Yes No

If yes, explain: _____

INDICATE MANNER IN WHICH ALCOHOLIC BEVERAGES ARE BEING SOLD:

Cash Bar Admission Charge Ticket Sales

In applying for this special temporary license, I understand the importance of the responsibility associated with this license. I further assure that the function will be operated according to the laws and rules regarding the sale and distribution of alcoholic beverages. I understand that the issuance of this license is for the use of the above-named organization and for the pleasure of the citizens of Prince George's County and the function cannot pose a threat to the health, peace, and safety of the neighborhood. By affixing my signature to this application I certify that I understand and accept responsibility of applying and carrying out the duties associated with this Class C-One Day Alcoholic Beverage License. False, incorrect, or incomplete information provided on this application is reason for disqualification of the application.

Applicant's/Board Member's Signature

Date

STATE OF MARYLAND, COUNTY OF: _____

This certifies that on this _____ day of _____ before me the subscriber, a Notary Public of the State of Maryland, aforesaid, personally appeared, _____, who made oath in due form of law that all information contained in this application is true and correct.

My Commission Expires: _____

Notary Public

Applicant's/Board Member's Signature

Date

STATE OF MARYLAND, COUNTY OF: _____

This certifies that on this _____ day of _____ before me the subscriber, a Notary Public of the State of Maryland, aforesaid, personally appeared, _____, who made oath in due form of law that all information contained in this application is true and correct.

My Commission Expires: _____

Notary Public

Applicant's/Board Member's Signature

Date

STATE OF MARYLAND, COUNTY OF: _____

This certifies that on this _____ day of _____ before me the subscriber, a Notary Public of the State of Maryland, aforesaid, personally appeared, _____, who made oath in due form of law that all information contained in this application is true and correct.

My Commission Expires: _____

Notary Public

OFFICIAL USE ONLY

How Licensed Issued:

Pick-up, Date: _____

License #: _____

Mailed, Date: _____

Approved by: _____