

CLASS H & J SPECIAL ALCOHOLIC BEVERAGE LICENSE APPLICATION (TALBOT COUNTY)

1. A Special or Temporary Liquor License may be granted “for any bona fide entertainment conducted by any club, society or association or church at any place” in Talbot County described in the application.
2. A Class H License is issued for on-premises consumption of beer and light wine only and costs **\$35.00 per day.**
3. A Class J License is issued for on-premises consumption of beer, wine and liquor and costs **\$45.00 per day.**
4. Alcoholic beverages may **NOT** be sold for consumption off the premises for which the license is issued under either Special or Temporary License.
5. Alcoholic beverages which are to be sold under this license should be purchased from a wholesaler, and **NOT from a retailer.**

INFORMATION TO ASSIST YOU IN COMPLETING THE APPLICATION

1. Please check **ONLY ONE** of the boxes on the application for the class of license sought.
2. Give the complete name and address of your organization. If the organization has no address, give the complete address of the person who is in charge of the event.
3. **Give the date and time of your event.** You may use one application to apply for a license for up to seven consecutive days.
4. Give a description of the place where you will be holding your function, a complete address is necessary.
5. State the purpose for having the function.
6. The first signature lines are for the owner of the premises. Their signatures indicate that they approve your event as well as your application for a liquor license.
7. The head of the organization (president, chairman or principal officer) **must sign** under oath on the line provided on the application and the name of that person must be printed or typed on the opposite line. This line is for the chief executive officer of the organization, not the chairman of the event.
8. The name and phone number listed on the license will be the ‘contact person’. Please print the contact person’s name and phone number on the last line of the application.

INFORMATION ON PROCEDURE

1. When you have completed the application, mail it to: **Board of Liquor License Commissioners**, Talbot County Office of Law, Courthouse – South Wing, 11 N. Washington Street, Easton, MD 21601, or send via e-mail to: VBradley@talbotcountymd.gov
2. The Board may elect to approve your application administratively without the need for a hearing or if prevailing circumstances exist the Board will take up your application for consideration at the next scheduled Board meeting. **Please submit your application 30 days prior to your event. You may be required to be present at the Board Meeting for which your application will be considered.** The Board meets the second and fourth Mondays of each month at 10:00 a.m. in the Bradley Meeting Room located at the Talbot County Courthouse, South Wing, 11 N. Washington Street, Easton, Maryland 21601. The meetings, except for the executive session, are open to the public.
3. If a hearing is called on your application, the Board may issue its decision the day of the hearing or within thirty (30) days.
4. Upon approval of your application, you will be notified by the Board’s Secretary. Payment of your license fee is then submitted to the Finance Department of Talbot County located at the Talbot County Courthouse, 11 N. Washington Street, Easton, Maryland. **Do not send payment in with your application. When paying by check or money order, please make payable to "Talbot County, Maryland".**
5. If the license is approved, all persons involved in your function must comply with all provisions of the law. Please refer to the attached: **CHAPTER 11. TALBOT COUNTY CODE, “ALCOHOLIC BEVERAGES”; SECTION 11-7-B. RESTRICTIONS UPON LICENSE HOLDERS.**

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TO DETERMINE IF YOU QUALIFY FOR A SPECIAL LICENSE, REFER TO CHAPTER 11. TALBOT COUNTY CODE, "ALCOHOLIC BEVERAGES"; SECTION 11-7. SPECIAL AND TEMPORARY LICENSES.

NOTE: Neither the Talbot County Board of Liquor License Commissioners nor its attorney may provide you with legal advice as to how to complete the application or present your case. If you have any doubt as to which license would be best for you or how to complete the application, you may consult an attorney. An attorney may represent you in any matter before the Board. The information provided on this form is used to determine eligibility for requested event licenses. Please answer all questions before submission.

The Board can grant administrative approval of your application without a hearing, or will take up your application at the next scheduled Board meeting if necessary, **please submit your application 30 days prior to your event.** You may be required to be present at the Board Meeting for which your application will be considered.

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We Hereby Make Application for a **Class H**
(Special On Sale Beer & Light Wine) License.

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We Hereby Make Application for a **Class J**
(Special On Sale Beer, Wine & Liquor) License.

Name of Club or Organization: _____

Address of Club/Organization: _____

Date(s) and Hours License to be used: _____

Name of Facility & Address where function will be held: _____

Description of the Event: Describe in detail the event being held.

Purpose of Event: List the organizational objective(s) to be accomplished by sponsoring this event.

Alcohol Sales: Describe the specific type(s) of alcohol to be served the server(s), and whether they are TIPS certified, and all measures to be taken to prevent underage drinking:

Use the space below or attach additional documentation: Show how you will control the sale and consumption of alcohol to the designated area. The Board would like to see a diagram of the area you intend to sell alcohol and how you plan to control your area for example; will there be a clear roped off area for alcohol sale and consumption or someone at the entrance checking ID's and making sure the alcohol stays in the designated location.

I/We the owner(s) of the premises occupied or to be used by the above club/organization do hereby indicate my/our approval of the granting of said license on the above date(s) and for the purpose set forth above.

OWNER OF PREMISES [Printed Name]

OWNER OF PREMISES [Signature]

We do make oath that we are officers of the above club/organization and have been duly authorized by the majority of the members thereof to make application for the license applied for above.

Signature of President or Principal Officer

Printed name of President or Principal Officer

Signature of Secretary

Printed name of Secretary

Name of Contact Person

Telephone No.

Email