



**City of Annapolis**  
Office of the City Clerk  
160 Duke of Gloucester Street  
Annapolis, Maryland 21401

[DepClerk@annapolis.gov](mailto:DepClerk@annapolis.gov) • 410-263-7942 • Fax 410-280-1853 • TDD use MD Relay or 711 • [www.annapolis.gov](http://www.annapolis.gov)

## **Alcoholic Beverage Control Board Special Class C One-Day Liquor License Application**

*Temporary Special Class C Licenses may be issued for an event to non-profit Clubs not licensed to serve Alcoholic Beverages if such Clubs are operated exclusively for educational, social, fraternal, charitable, civic, political, patriotic or athletic purposes.*

**Fees are payable to the City of Annapolis. Fees are non-refundable.**

**The processing time for a regular application is one (1) to two (2) weeks but some applications need to be approved by the Alcoholic Beverage Control Board which meets only once a month. In order to insure that your application is ready please submit at least forty-five (45) days before your event date.**

If City property is used, the applicant must also complete the **Application for Consumption of Alcoholic Beverages on City Property**.

All applicants must also complete and submit an **Alcoholic Beverage Control Board Noise Control Statement** to the Deputy City Clerk for any event, and any related activities, proposed to be held in the City.

Any terms used in this application, which are not otherwise defined, shall have the meanings indicated in the Alcoholic Beverage Control Board (ABCB or Board) Rules and Regulations.

### **City Code [7.12.330](#) - Temporary special class C license to clubs.**

- A. All clubs which do not hold a one-year alcoholic beverage license as set forth in this chapter shall not sell, raffle or award by lottery any alcoholic beverage except after application for and receipt of a special license, class C, for the sale or awarding of beer or wine and liquor in conjunction with any bona fide entertainment conducted by any club at the place described in the license.
- B. A special beer license, class C, or special beer, wine and liquor license, class C, entitles the licensee to exercise the privileges of a one-year class C license for a period not exceeding seven consecutive days, upon payment of a special beer license fee or of a special beer, wine and liquor license fee as established by resolution of the City Council.
- C. License applications under this section are expressly exempt from the provisions of [Section 7.12.190](#).
- D. The license provided for by this section shall be applied for and be issued to three of the officers of the club, as individuals.
- E. The City Clerk shall issue the special one-day license on behalf of the City in accordance with the established policy and laws. Any denial by the City Clerk of the issuance of the special license may be appealed to the Alcoholic Beverage Control Board at its next meeting, and a hearing date shall be scheduled after that meeting.

### **2.12 TEMPORARY SPECIAL CLASS C LICENSES.**

1. Temporary Special Class C Licenses may be issued for an event by the City Clerk, on behalf of the Board, to non-profit Clubs not licensed to serve Alcoholic Beverages if such Clubs are operated exclusively for educational, social, fraternal, charitable, civic, political, patriotic or athletic purposes. However, if the event is to be held on City property, the City Clerk shall not issue the Temporary Special Class C License, but shall require the applicant to complete an "Application for Consumption of Alcoholic Beverages on City Property" form and shall then place the application on the agenda for the next meeting of the Board. The deadline for submission of the application is forty-five (45) days before the date of the event. Temporary Special Class C Licenses shall be issued only to officers of such non-profit Clubs and in furtherance of the purposes of the Club.

2. A Temporary Special Class C License authorizes the Licensee to exercise the privileges of other Class C Licenses, but the City Clerk may limit the days and daily hours of operation of a Temporary Special Class C Licensee.
3. A denial of the application or any limitation placed upon a Temporary Special Class C License by the City Clerk may be appealed to the Board pursuant to Section 2.07 of these [Rules and Regulations](#).



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**Alcoholic Beverage Control Board  
Special Class C One-Day Liquor License Application**

**License Fee:** \$50.00 for Beer only \$75.00 for Beer, Wine and Liquor.

Name of Club \_\_\_\_\_

Event Title \_\_\_\_\_

Type of Event \_\_\_\_\_

Event Date \_\_\_\_\_

Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Event Location/Address \_\_\_\_\_

Non-Profit Identification Number \_\_\_\_\_

Applicant Contact Person \_\_\_\_\_

Phone # \_\_\_\_\_ Alternate Phone # \_\_\_\_\_

E-mail Address \_\_\_\_\_

Contact Person (during the event if different from above) \_\_\_\_\_

Mobile Phone # \_\_\_\_\_ On-site Phone # \_\_\_\_\_

Approximate number of persons attending Event \_\_\_\_\_

Has the Applicant ever submitted this application in the past? Yes No

If yes, state the date application submitted: \_\_\_\_\_

Does the Applicant intend to have music at this Event? Yes No

If yes, state what type of music and the hours: \_\_\_\_\_

Does the Applicant intend to provide security? Yes No If yes, how many security guards? \_\_\_\_\_

How does the Applicant intend to control the service of Alcoholic Beverages to ensure that minors are not served?

Alcoholic Beverages will be:

Provided by guests (bringing their own bottles).

Provided to guests, at no charge.

Provided to guests, for which they will be charged, either by a ticket, admission charge, or at a cash bar.

I, as a legally authorized representative of the Applicant, hereby certify that the above information is true and correct to the best of my knowledge, information and belief, and that I have read and understand the statements made on this application.

If any signed statement, report, affidavit, or oath, required under any of the provisions of Article 2B, Section 198 of the Annotated Code of Maryland, shall contain any false statement, the offender shall be deemed guilty of perjury, and upon conviction thereof, shall be subject to the penalties provided by law for that crime.

I hereby acknowledge pursuant to [Section 7.12.430](#) of the City Code that the organizational by-laws or other documents of the Applicant/club do not exclude individuals from membership solely on the basis of race, sex, religion, physical handicap or national origin.

Club Officer/Licensee Name \_\_\_\_\_

Club Officer/Licensee Signature \_\_\_\_\_

Signature of witness \_\_\_\_\_

**Statement of Owner of Premises Required in Connection with the Alcoholic Beverage Law of Maryland**

I hereby certify that I am the owner of the property named in the foregoing application made to the City of Annapolis under the Alcoholic Beverage Law of Maryland, or their designee; that I assent to the granting of license applied for; and that I hereby authorize the Maryland State Comptroller, his/her authorized deputies, inspectors and clerks, the City, its duly authorized clerks, agents and employees, and any peace officer of the City of Annapolis to inspect and search, without warrant, the premises upon which the event is to be conducted, and any and all parts of any enclosed premises (i.e. building) in which said event is to be conducted, at any and all hours until the termination of the event in question.

Property Owner/Representative Name \_\_\_\_\_

Property Owner/Representative Signature \_\_\_\_\_

Signature of witness \_\_\_\_\_

**APPROVED**

On behalf of the Alcoholic Beverage Control Board on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Deputy City Clerk

If you have any questions please contact the City Clerk's Office at 410-263-7942.

CC: Annapolis Police Department  
Annapolis Fire Department



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## Alcoholic Beverage Control Board Noise Control Statement

Applicant Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

Event Title \_\_\_\_\_

Event Date(s) \_\_\_\_\_ Rain Date(s) \_\_\_\_\_

Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Event Location/Address \_\_\_\_\_

Any terms used in this form, which are not otherwise defined, shall have the meanings indicated in the Alcoholic Beverage Control Board (ABCB or Board) [Rules and Regulations](#).

I, as a legally authorized representative of the Applicant, hereby certify on behalf of the Applicant that I have read and understand [Section 7.12.340](#) Music—Exits—Dress codes of the Code of the City of Annapolis, and the Applicant shall comply with such section (and all other applicable provisions of the City Code) for the duration of the above named event, which includes, but is not limited to, the following:

- (A) All mechanical, electronic, live or other music within the Licensed Premises shall cease fifteen (15) minutes prior to the closing hour as designated for the class License except that establishments holding Class C and Class F Licenses shall cease no later than 2:00 a.m.
- (B) Appropriate sound suppression techniques shall be employed to ensure that noise or sounds of music originating within a structure are not audible off the Premises upon which the structure is located.

I further certify that I am the legally authorized and designated person for the Applicant who can be reached by telephone throughout the entirety of this event, who has the authority and means to control music and noise levels for the event on behalf of the Applicant, and who shall exercise that authority to maintain those music and noise levels so as not to disturb neighbors or to violate any applicable laws. I, on behalf of the applicant, hereby understand that it may be necessary to entirely suspend amplified voice and/or music if music and/or noise complaints cannot otherwise be resolved, and hereby consent to enforcement of this condition in the sole discretion of the City and its Police Department.

Authorized Representative (please print) \_\_\_\_\_

Signature of Authorized Representative \_\_\_\_\_