



**City of Annapolis**  
Office of the City Clerk  
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Annapolis, Maryland 21401

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## **Alcoholic Beverage Control Board Temporary Class C One-Day Liquor License Application for Theater Clubs**

*Temporary Class C Licenses may be issued to Theater Clubs not licensed to serve Alcoholic Beverages if such Clubs are a 501(c)(3) organization that is presenting performances of plays, acts, dramas, or histrionics by live actors or actresses performing on a stage.*

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.

**Filing Fee:**     \$5.00 per day for Beer, Wine and Liquor, with a maximum total annual amount of \$100.00  
                      Payable to the City of Annapolis. Non-refundable.

### **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 beer, 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.
- F. **Temporary Class C Alcoholic Beverage License to Theater Clubs.**
  1. Pursuant to the authority of [Section 6.16.050](#), a fee shall be established by resolution of the City Council for a temporary class C theater alcoholic beverage license issued under this paragraph. The fee shall be assessed as a per day fee with a maximum total annual amount of \$100.00 for obtaining a one-day beer, wine and liquor license for each day that there is a presentation of a theatrical performance that complies with this Section.
  2. The license fee may only be charged if the theater club is a 501(c)(3) organization that is presenting performances of plays, acts, dramas, or histrionics by live actors or actresses performing on a stage and provides written IRS documentation to that effect from time to time as may be requested by the City.
  3. The location where each performance shall be conducted shall limit seating to 200 or fewer individuals per performance.
  4. Sale of beer, wine, and liquor may only be consumed at the performance location from one and a half hours before to one and a half hours after a regular performance or a fund-raiser performance that benefits the theater club 501(c)(3) organization; or during the performance or during a cast party or reception before and after a performance, and any educational event after a performance.
  5. An eligible theater club may obtain one day licenses for each day of a performance for no additional cost if it has paid the maximum \$100.00 annual amount.
  6. This fee shall be set forth in the fees schedule and is subject to amendment.

**ABCB Rules and Regulations, Chapter 2.12 TEMPORARY SPECIAL CLASS C LICENSES.**

- A. 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.
- B. 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.
- C. 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.

**Complete the following information:**

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

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

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

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

Work Phone # \_\_\_\_\_ Contact/Cell Phone # \_\_\_\_\_

Contact Person (During Event) \_\_\_\_\_

On-Site Phone # \_\_\_\_\_ Contact/Cell Phone # \_\_\_\_\_

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

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

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

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

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

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

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: \_\_\_\_\_

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

Does the Applicant intend to provide security? Yes      No

How many security guards hired for this Event? \_\_\_\_\_

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.

Pursuant to the authorization of **Section 17. 20. 100 (Uniform Fire Code)** of the Charter and Code of the City of Annapolis. Visit [www.crowdmanagers.com/training](http://www.crowdmanagers.com/training) for more information.

Does the assembly have a certified crowd manager?            Yes            N/A

If no, please explain

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.

Authorized Representative Name \_\_\_\_\_

Authorized Representative 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; 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 \_\_\_\_\_

FOR CITY USE ONLY

Received & content noted

Dept. Director \_\_\_\_\_ Date \_\_\_\_\_

Fire \_\_\_\_\_ Date \_\_\_\_\_

Police \_\_\_\_\_ Date \_\_\_\_\_

**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.