

DOCUMENTS REQUIRED WITH APPLICATION

NOTES:

- The Applicant **must be a resident of Howard County** and a **member of the non-profit organization**
- To guarantee that you receive your license **we recommend you submit the application 21 days in advance. Applications received less than ten days in advance of the event may not be approved.**
- Applications must have original signature and notary. **Photocopies not accepted.**

Please submit the following documents with this application:

1. A copy of the organization's by-laws or charter
2. A letter from the IRS documenting that the non-profit is registered and accepted
3. EIN- Employee Identification Number
4. Copies of promotional materials for the event which clearly identify the beneficiary of the fundraiser
5. A copy of the application and receipt for Form 990 or 990N
6. Advise the estimated number of participants at the event
7. A notarized letter from the property owner must be provided or be on file
8. Organization must be in good standing with the Maryland Department of Assessments and Taxation

FAILURE TO PRODUCE THESE DOCUMENTS MAY RESULT IN YOUR

APPLICATION BEING DENIED

A \$15 processing fee must be submitted at the time of application.

We accept the following: cash, check or money order (checks and money orders must be made payable to the Director of Finance: Howard County)

***Must be filed 10 days prior to event.**
***Check payable to: Director of Finance for Howard County**

BOARD OF LICENSE COMMISSIONERS
OF
HOWARD COUNTY, MARYLAND
3430 Court House Drive
Ellicott City, MD 21043
Phone: (410) 313-2008

APPLICATION FOR SPECIAL CLASS C LICENSE
Permit Not To Exceed 7 Consecutive Days

Date of Application

- Beer @ \$15.00 per day
 Beer & Wine @ \$15.00 per day
 Beer, Wine & Liquor @ \$15.00 per day

TO THE BOARD OF LICENSE COMMISSIONERS OF HOWARD COUNTY, MARYLAND, an application is hereby made for a Special Class C License for the use of

(Name of Organization)

(Type of Event)

(Dates of Event)

(Location of premises where event is to be held – exact street address)

On behalf of the aforementioned organization, I hereby certify:

This application is made on behalf of a bona fide religious, fraternal, veterans, political, civic, educational, athletic or other non-profit organization. I understand that as the applicant for this organization, I will be held responsible for any violation of the laws pertaining to the sale, possession and consumption of alcoholic beverages at the event.

(Print applicant's name and title)

(Applicant's signature)

(Applicant's street address, city, state, zip code, home and business telephone)

State of Maryland for _____ **COUNTY**

This certifies that on this _____ day of _____, 20____, before me, a Notary Public for the State of Maryland, in and for the County aforesaid, personally appeared _____, who made oath in due form of law that he/she is the authorized agent of the aforementioned organization or club.

Witness My Hand and Seal

(Notary Public)
Commission Expires _____

Name of Organization _____
Are You Incorporated _____ Total membership _____
Purpose of Treasury and Profits _____
Do You Have By-Laws or Regulations _____ On File With This Board _____
Location of Meeting Place _____

In applying for this special temporary license, it is important that you realize the responsibility that goes with the issuance of the license. All persons and groups using this license as authorized by Section 4-1202 of the Alcoholic Beverages Article of the Annotated Code of Maryland, are subject to the laws pertaining to the sale, possession and consumption of alcoholic beverages.

STATEMENT BY OWNER OF PREMISES

If the event is to be held on property owned by Howard County, the County Executive or another duly authorized official must sign the "Statement By Owner of Premises". Otherwise, it must be signed by the landlord. In addition to this completed application, a notarized letter, signed by the applicant on behalf of the organization or club, must also be submitted. This letter must contain the following statement:

"In Consideration for the granting of this special license, the applicant, organization, officers and members agree to hold Howard County, Maryland, safe and harmless from any liability arising out of the use of the property as herein authorized".

I hereby certify that I am the owner/agent of the premises located at _____, and authorize the State Comptroller, his duly authorized deputies, inspectors and clerks, the Board of License Commissioners of Howard County, Maryland, its duly authorized agents and employees, and peace officer of Howard County, to inspect and search, without warrant, at all hours, the premises upon which said event is to be held.

(Owner's / Agent's signature, home address, city, state, home and business telephone)

State of Maryland for _____ County

This certifies that on this _____ day of _____, 20____, before me, a Notary Public for the State of Maryland, in and for the County aforesaid, personally appeared _____, who made oath in due form of law that he/she is the authorized agent of the aforementioned premises.

Witness My Hand And Seal

(Notary Public)
Commission Expires _____