

WORCESTER COUNTY BOARD OF LICENSE COMMISSIONERS
TEMPORARY TO-GO EVENT PERMIT APPLICATION
INSTRUCTIONS & GUIDELINES

PROCEDURES TO APPLY: *When completing this application and preparing the required supporting documentation, applicants should refer to Rule No. 44 in the Board's Alcoholic Beverage License Rules & Regulations to ensure all information is submitted in accordance with established guidelines.*

1. Complete the application for a Temporary To-Go Event Permit License. The application is located on the Worcester County Board of License Commissioners Liquor License Webpage: <https://worcestermd.gov/departments/drp/liquor-licensing/to-go>

- Complete all required fields electronically (*Note: Forms cannot be submitted electronically, but all fillable fields must be typed before printing*)
- Print the completed application (*Save an electronic copy for your records*)
- Submit the application, along with supporting documentation, by the filing deadline
 - a. First time applicants: File within 60 days prior to event
 - b. Subsequent applicants: File within 30 days prior to event date
- The following fees are required as part of the Temporary To-Go permit application process: (*Separate checks are required; made payable to Worcester County*)
 - \$200 - Meeting Fee
 - \$60 - Advertising Fee
 - \$200 - License Release Fee (*Payable after Board's approval*)

2. Along with the application include the following detailed supporting information:

- The specific Class C Municipal To-Go Beer, Wine and Liquor License to which the Temporary To-Go Event Permit will be affiliated, including the type, date and time of the event.
- Hours for serving alcohol requested
- Security plan; details how the establishment will monitor internal compliance measures to maintain compliance with the Temporary To-Go Event Permit. designated event area.
- Name and contact information for at least one designated establishment staff member who will be on site during the event and who holds a valid TIPS/TAM certification. (*Must submit copy of certification*)
- Copies of TIPS/TAM certificates for any employees that will be serving alcohol on the day of the event.
- Rendering of wristbands and cups displaying the establishment's name.
- Professional survey or similar quality site plan which clearly defines the boundaries of event and the establishment's location in reference to the event.

3. On initial application, the Board shall hold a hearing for the Board to consider the Temporary To-Go Event Permit application and in its sole discretion it may approve or deny the Permit. On any subsequent applications, the Board may hold a hearing for the Board to consider the Temporary To-Go Event Permit application, and in its sole discretion it may approve the Permit, or it may approve the Permit administratively (without hearing) in its sole discretion.

**Holder of the Temporary To-Go Event Permit is required to ensure compliance with all the
Laws & Rules relating to the sale of Alcoholic Beverages**

- All persons must be 21 years of age to purchase Alcoholic Beverages
- All sales must stop promptly at the time printed on the license
- No intoxicated person may be served any alcoholic beverages
- No unnecessary noise or disturbance that could be a nuisance to the community shall occur
- The person responsible for the function must see that order is always kept
- If, in the Board's discretion, the event is a threat to the health, peace and safety of the neighborhood, the license may be denied, revoked, canceled, or restricted.
- The applicant will, if granted a license, conform to all laws and regulations relating to the business in which the applicant proposes to engage.
- Applicants have not been adjudged guilty of violating the laws governing the sale of alcoholic beverages within the United States or for the prevention of gambling in the State of Maryland or adjudged guilty of any offense against the laws of the State of Maryland or of the United States.
- The Comptroller, the Comptroller's duly authorized deputies, inspectors and clerks, the Board of License Commissioners for the aforesaid County, its duly authorized agents and employees, and any peace officer of such County, or State can inspect and search, without warrant, the premises upon which the business is to be conducted, and any and all parts of the building in which said business is to be conducted, at any and all hours.