

**WORCESTER COUNTY BOARD OF LICENSE COMMISSIONERS  
CLASS C MUNICIPAL EVENT TO-GO LICENSE APPLICATION  
INSTRUCTIONS & GUIDELINES**

**REQUIREMENTS:**

1. A Class C Municipal To-Go Beer, Wine and Liquor License is required for a municipality to host a special event where the municipality can hold a temporary beer, wine and liquor license in a designated special event area.
2. The Municipality shall file an application with the Worcester County Board of License Commissioners on an application located on the Liquor Licensing Webpage. The procedures for advertisement of the application, conducting hearing and approval of the Municipal To-Go, Beer, Wine and Liquor License will be the same as required for issuance of Class A, B, C and D licenses in Worcester County except as set forth below.
3. The holder of the Class C Municipal To-Go Beer, Wine and Liquor License will be responsible to the Board for the operation of the entertainment event and is responsible for violations committed not only by the holder of license, but also by the licensee's agents, employees and other persons assisting the licensee in conducting the special event.

**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 Class C Municipal To-Go Beer, Wine, & Liquor License. The application is located on the Worcester County Board of License Commissioners Liquor Licensing Webpage: *(Note; This is the same fillable application to apply for a Alcoholic Beverage License; select "Class C Municipal To-Go License" from the drop-down menu)*  
[www.co.worcester.md.us/departments/drpf/application-for-alcoholic-beverages-licenses](http://www.co.worcester.md.us/departments/drpf/application-for-alcoholic-beverages-licenses)
  - 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)*
  - Obtain all required signatures and notarizations where indicated *(All signatures and notary seals must be original)*
  - Submit the application, along with supporting documentation, by the filing deadline
    - a. First time applicants: File within 120 days prior to event
    - b. Subsequent applicants: File within 90 days prior to event date
  - The following fees are required as part of the Class C Municipal Event To-Go License application process: *(Separate checks are required; made payable to Worcester County)*
    - \$660 - Application Processing Fee & Advertising Fee
    - \$25 - Signature Verification Fee
    - \$200 - License Release Fee *(Payable after Board's approval)*

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

- Type of event/activity
  - Date and time of event/activity
  - Hours for serving alcohol requested
  - Specific details of the event/activity
  - Professional survey or similar quality site plan which clearly defines the boundaries of event.
  - Security plan; details on where security will be located to ensure alcohol does not enter or leave the designated event area
  - A list of pre-approved establishments that are eligible to apply for a Temporary To-Go Event permit. *(Subject to Board's approval)*
  - Name and contact information for at least one designated Municipality 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 members who will be serving alcohol on the day of the event
  - Rendering of wristbands and cups displaying the municipality name
3. If musical entertainment is planned, the licensee must submit a detailed description of the stage location or locations, the method of sound amplification, and the hours during which entertainment will occur.
4. For the initial application, the Board will hold a hearing to review the submission and consider the following health and safety factors before issuing its decision.
- Proximity of the event to residential zoned property
  - Type of entertainment or event along with and hours
  - Proposed internal regulatory compliance measures, including control of patrons outside the designated special event area
  - Status of approvals by other governmental agencies; Health Department & Police Department
5. If necessary, a pre-event meeting will be held with the Administrator and Inspector and/or the Board to discuss the plans for the event, checking ID's security measures, general regulations, and monitoring the crowd.
6. The Board retains the authority to suspend the application of any part of this policy upon a determination of good cause. Should the Board conclude that an event poses a threat to the health, peace, or safety of the surrounding community, the license may be denied, revoked, canceled, or restricted.

**Holder of the Class C Municipal Event To-Go License is required to ensure compliance with all the Laws & Rules relating to the sale of Alcoholic Beverages. Special notice should be taken of the following:**

- 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.