

ALCOHOL BEVERAGES AND SPECIAL EVENTS

Montgomery County Alcohol Beverage Services
Division of Licensure, Regulation and Education
201 Edison Park Dr. Gaithersburg, MD

GOALS FOR TODAY



Identify what a special event is



Identify differences among a Temporary Business Modification application, a Catering application, and a festival license.



Identify which permit to use for your event



Identify responsibilities for special events



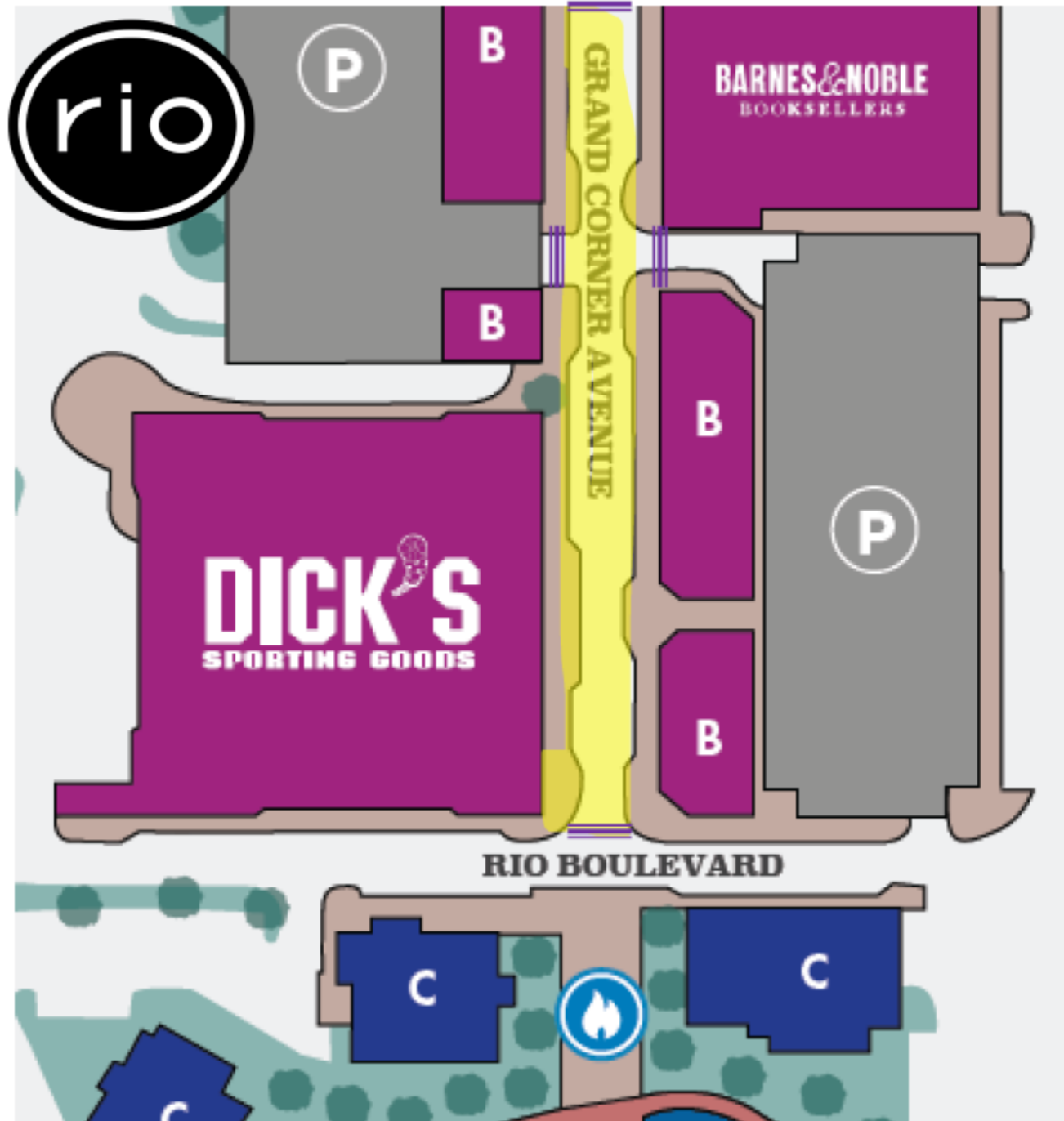
SPECIAL
EVENTS:
WHAT ARE
THEY?

- Any event where alcohol is served/sold/consumed outside of the original floor plan of a licensed establishment.
- Can be hosted by a licensee or by a non-profit
 - The type of permit/license required will depend on: 1) the event structure and 2) who will be serving/selling alcohol



HAVE AN
ALCOHOL
PLAN
READY

- Regardless of the permit type, you'll need an alcohol plan.
- Failure to submit an alcohol plan will result in your request being denied.



RIO Makers Markets

Saturday, October 21, 11 am – 5 pm

Saturday, Nov 11 & Sunday, Nov 12, 11 am -5 pm

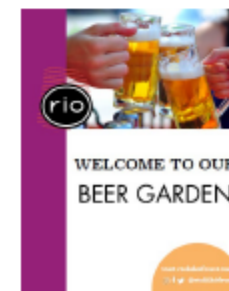
On Grand Corner Avenue from RIO Boulevard intersection to Dick's and Target garage entrances. Garage access is not impeded. PSC Security Co. and posted signage will direct patrons through and behind the garage.

Security & Alcohol Plan:

Barricades:

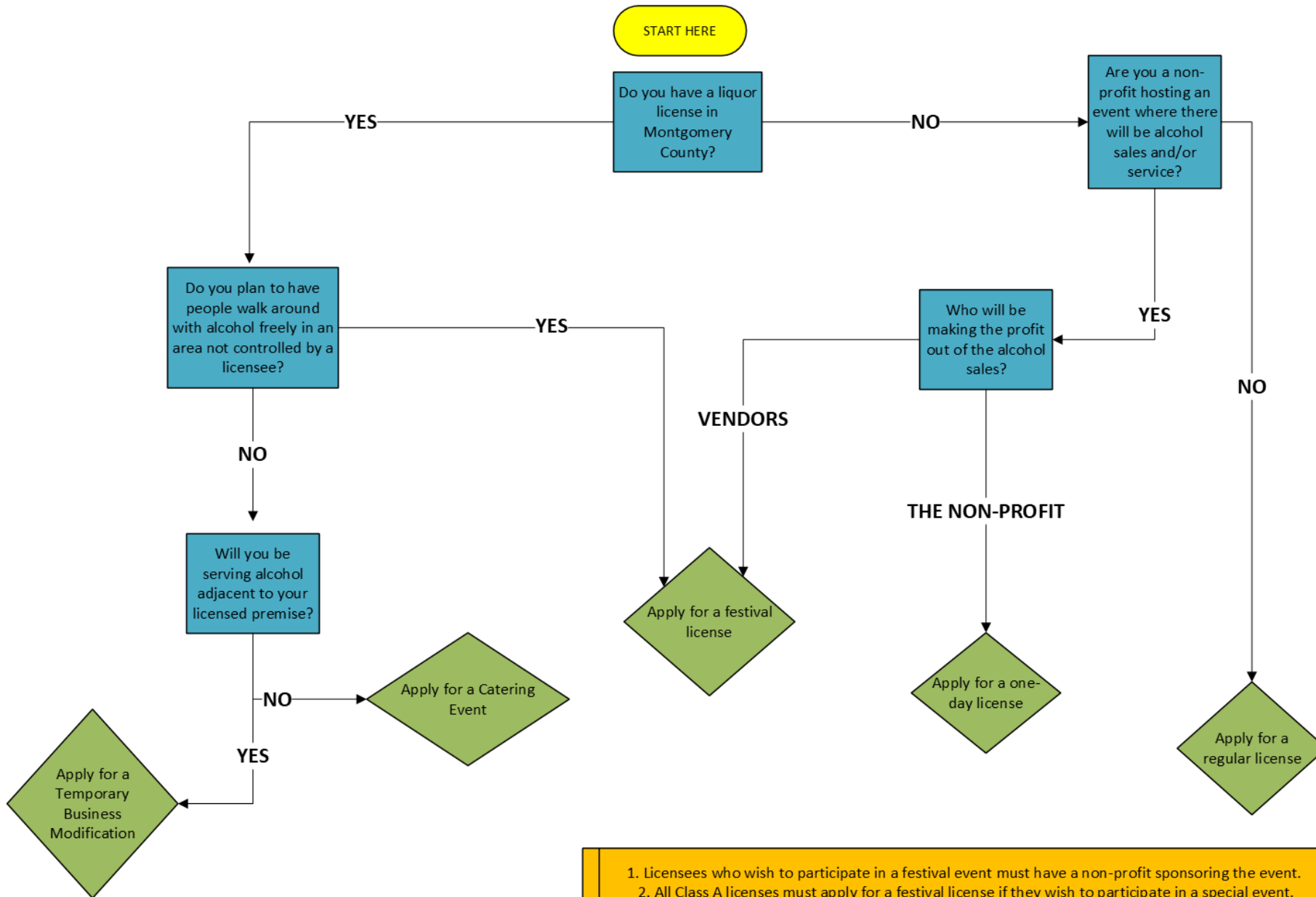
Road will be closed at both ends with RIO owned metal barricades across the width of the road with ROAD CLOSED signage.

- PSC uniformed personnel will be posted at both street closure barricades for duration of road closures and patrol the area on foot.
- Should any rio licensed establishments receive a temp permit to serve alcohol at the event, we will work closely with Montgomery County DLC to ensure that all security requirements are met.
- In accordance with MoCo DLC recommendations, Makers Market Alcohol zone entrances and exits (at barricades) will be denoted with signage (similar to below). Additional stanchions and trash receptacles will be provided at entry/exit points.
- RIO licensed establishment will give patrons (21+) a RIO branded cup and wrist band and commit to responsible serving practices.
- RIO licensed establishment monitors the exit closest to them and rio security detail patrols the entire area.



**WHICH PERMIT IS BEST FOR
MY EVENT?**

SPECIAL EVENTS FLOW CHART



1. Licensees who wish to participate in a festival event must have a non-profit sponsoring the event.
2. All Class A licenses must apply for a festival license if they wish to participate in a special event.

WHAT ARE THE
TYPES OF
PERMITS/LICENSES?

Temporary Business
Modification

Catering Extension

Per Diem
(Festival/One-Day)

TEMPORARY BUSINESS MODIFICATION

A temporary business modification is for restaurants that want to make temporary changes to their outdoor cafes.

License holders must apply at least 14 days prior to the event.

The modification to the outdoor café must meet the requirements of the laws, rules, and regulations of the State of Maryland and Montgomery County.

A drawing showing the existing outdoor café and the proposed temporary modifications to the outdoor café must be submitted with the application along with an alcohol plan, security plan, and food and alcohol menu.

Once approved the license holder will receive an approved permit to post at the event.

There is no cost associated with this temporary business modification.



RESPONSIBILITIES
FOR TEMPORARY
BUSINESS
MODIFICATIONS

- License holders must apply at least 14 days prior to the event.
- The modification to the outdoor café must still meet the requirements of the rules and regulations for an outdoor café.
- If the outdoor café extends beyond the width of the store front of the licensed premises, the license holder must obtain written permission to operate the extended portion of the café, from all adjoining property owners within the extended café area.
- If the outdoor café modification extends onto sidewalk/public right of way, you must also obtain permission from either the County or the municipality in which the business is located.
- Wait staff must be available at outdoor cafes.
- An alcohol plan, security plan, and food and alcohol menu is required for a TBM.
- The approved TBM permit must be posted at the event.



This extension allows for Class B BWL, Class BD BWL, Class D-BWL, and Class B-K BWL licenses to provide alcoholic beverages along with food at catered events held off licensed premises.



License holders must apply at least two weeks before the first catered event.



Once extension is approved, license holders must notify the Board of License Commissioners of every catered event at least 14 days in advance.



There is a \$20 fee associated with a new catering extension.

CATERING EXTENSION



RESPONSIBILITIES FOR CATERING EXTENSIONS

- Must submit each catered event at least 14 days before the event.
- License holder is responsible for age verification prior to service of alcohol.
- At conclusion of a catered event, all containers of alcoholic beverages must be returned to the principal place of business of the license holder.
- The intention of the catering extension is to allow the license holder to be contracted as a caterer. Self-sponsored events are prohibited, and the license holder may not act as a sponsor and/or promoter.
- The approved catering event permit must be posted at the event.

FESTIVAL LICENSE



A nonprofit organization contracting with the holder of a retail license (vendor) to serve or sell alcoholic beverages at their event.



Must have a letter of determination or documentation indicating that the organization is a bonafide nonprofit.



Vendors can be Montgomery County retail licensees, Class 5 breweries, Class 5 pub-breweries, Class 7 micro-breweries, Class 8 farm breweries, Class 3 wineries, Class 4 limited wineries, Class 1 distilleries or Class 9 limited distilleries.



There is a fee \$30 per day of the festival for the organizer and a fee of \$30 per day for each vendor.



RESPONSIBILITIES
FOR FESTIVAL
LICENSES

- The nonprofit is responsible for creating an alcohol plan which includes:
 - Area where alcohol will be consumed
 - How drinks will be served
 - Whether food will be served or not
 - How to prevent overservice and prevent sales to under-21 guests
 - Whether or not security will be hired
- The vendors are allowed to provide the services that their State license permits.
- Vendors and nonprofit must notify ABS offices of any cancelled event within 24 hours of the cancellation.

ONE DAY LICENSES



A nonprofit organization receiving a one-day license to be permitted to sell alcohol during an event.



Must have a letter of determination or documentation indicating that the organization is a bonafide nonprofit.



Event must be open to the public and all alcohol must be purchased through ABS, a Maryland state approved brewery, winery, and distiller, or from a Montgomery County licensee.



There is a fee \$30 per day of the event for beer and wine only. Events with distilled spirits are \$60 per day.



RESPONSIBILITIES
FOR ONE DAY
LICENSES

- The nonprofit is responsible for creating an alcohol plan which includes:
 - Area where alcohol will be consumed
 - How drinks will be served
 - Whether food will be served or not
 - How to prevent overservice and prevent sales to under-21 guests
 - Whether or not security will be hired
- License and receipts must be available on site throughout the duration of the event.
- Nonprofits must notify ABS offices of any cancelled event within 24 hours of the cancellation.

ADDITIONAL INFORMATION

- Your event might require additional permits that need to be requested from various Montgomery County departments
- Contact Montgomery County's Department of Permitting Services (DPS) to apply for a Special Event permit for any additional permits your event might require.
 - For more information, visit DPS' website:
<https://www.montgomerycountymd.gov/DPS/Process/combuid/Special-Event-DPS.html>
- For a sample list of permits, visit this link:
<https://www.montgomerycountymd.gov/ABS/Resources/Files/List%20of%20Permits%20for%20Special%20Events.pdf>

THANK YOU

If you have any questions, contact our office at
abslicensing@montgomerycountymd.gov or 240-777-1999