



# Harford County Liquor Control Board

# ONE DAY PERMIT

October, 2013

## One Day Special License Procedures

Special Permits or One Day Licenses are issued in Harford County only to bona-fide clubs, organizations, associations, etc. that are holding an event on behalf of a sanctioned non-profit concern. Applications are issued by the Board for One Day Beer and Wine or One Day Beer, Wine and Liquor, which can be issued for a one day event and/or an event that does not exceed 7 consecutive days. The costs for these licenses are \$15 and \$30 respectively for each day the license is to be utilized.

Individuals who apply for the One Day License, **may be required** to appear before the Board at a regularly scheduled meeting for approval of the special one-day license and are responsible for managing the event under all applicable alcohol beverage laws for sale, consumption, and possession of alcohol, which are established in Article 2B, Annotated Code of Maryland and the Rules and Regulations of the Harford County Liquor Control Board. Persons who are listed as a licensee for the special one day license are required to be present during the event, and will be the person summonsed to appear before the Board if any violations are detected during the licensed event.

Applications are available on our webpage under One Day Licenses ([www.harfordcountymd.gov/lcb](http://www.harfordcountymd.gov/lcb)) and/or at the office of the Harford County Liquor Control Board. The application for a Special One Day License must be submitted to the Board Office no less than 30 days prior to the scheduled event. Applications received less than 30 days prior to the scheduled event are subject to a \$50 late processing fee or denial of the application depending on the date of the event.

**Outside Events** where any portion is being held outside must complete sections E and F of the application, which includes a diagram of the events security plan, and submit an additional fee of \$25. All outside events must be held in a Board approved contained area (barriers and/or fencing).

Documents to be submitted with the Application:

1. Copies of By-Laws or Articles of Incorporation (Unless previously submitted)
2. Flyer advertising the event
3. Caterer Contract (s)
4. List of Food Vendors
5. Diagram of Security Plan (For all outside events/areas)

**NO APPLICATIONS WILL BE ACCEPTED UNTIL ALL REQUESTED AND REQUIRED INFORMATION IS COMPLETE, SIGNED, NOTARIZED, AND ALL FEES PAID. NO PARTIAL APPLICATIONS WILL BE ACCEPTED.**

All alcoholic beverages which are purchased for the Special One Day Licensed event must be purchased from a wholesaler or a licensed retailer. If an alcoholic beverage licensed caterer is utilized for the event, a One Day License is not needed. All events issued licenses or permits are subject to Health Department and Fire Marshal Inspections. The Board has the right to limit the number of licenses to be granted per year for any specific organization.

If you have any further questions, or need an application for a Special One Day License, please contact the Board by phone, fax or e-mail.