LCB USE ONLY

LIQUOR CONTROL BOARD FOR HARFORD COUNTY

16 North Main Street, Bel Air, MD 21014
410.638.3028 ● 410.879.6370
www.harfordcountymd.gov/lcb

OUTSIDE ALCOHOL BEVERAGE EVENT APPLICATION

Instructions:

- *Application must be submitted 15 days prior to event.*
- *Copy of Ticket / Flyer / Advertisement must accompany application.*
- *Property Owner must approve use (attached form).*
- *Late or incomplete forms will not be processed.*
- *Copies of any permits required must be submitted to LCB.*

☐ License Holder : **No Fee** License No. _____

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Application Date: _____

Diagram: ☐ YES _____

P.O. Approval: ☐ YES _____

Flyer/Ticket: ☐ YES _____

Meeting Date: _____

LICENSEE / NON-PROFIT INFORMATION:

Name of Licensee / Event Organization:	Licensee Contact Number:
Address of Event:	Property Owner Permission attached? ☐ YES ☐ NO

EVENT DESCRIPTION:

Name of Event:	Date(s) of Event:	Entrance Fee:	Estimated Attendance: ☐ Under 200 ☐ 500 – 1,000 ☐ 200 – 500 ☐ 1,000 - Above
Location Description:			Tents: ☐ YES ☐ NO

Entertainment:	Vendors:
☐ Bands How many? _____ ☐ DJ – Name: _____ ☐ Other: _____	☐ Food (Attach List) ☐ Crafts ☐ Other: _____ ☐ Approximate No. of Vendors: _____
Restrictions for Attendees: ☐ No ☐ Yes: _____ ☐ No Re-Entry ☐ No Outside Food	Parking: ☐ On Site Parking Fee: _____ ☐ Off Site ☐ Shuttle No. of Parking Control Personnel:_____
Sanitary Facilities: ☐ No ☐ Yes Number: _____ Type: _____	Security / Medical: ☐ Paid: No.: _____ ☐ Private: No.: _____ ☐ Volunteers: No.: _____ ☐ EMS No.: _____ ☐ Uniform Officers: No.: _____ **Total Security Staff:** _____

ALCOHOL CONTAINMENT / CONTROL PLAN:

Diagram must be submitted with application. Must include location of ID check points, exits, entrances, location of alcohol sales, where containment will be located, location of tents.,etc.

Alcohol Service:	ID Methods:
No. of Alcohol Service Areas: _____ Total	☐ No. of ID Check Areas: _____
☐ Beer Truck _____ Total	☐ Wrist Bands
☐ Bar _____ Total	☐ Hand Stamp
☐ Other: _____	☐ Signs
Hours: _____ ☐ a.m. ☐ p.m. to _____ ☐ a.m. ☐ p.m.	☐ Other: _____

IMPORTANT PHONE NUMBERS

Harford County Health Department	410-877-2300
Fire Marshal's Office	410-836-4844
Harford County Planning & Zoning	410-638-3103
Harford County Dept. of Inspections, Licensing & Permits	410-638-3344
Aberdeen Permit Information	410-272-1600
Bel Air Permit Information	410-638-4546
Havre de Grace Permit Information	410-939-1800

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NOTIFICATIONS

☐ HEATH DEPARTMENT: _____
☐ FIRE MARSHAL: _____
☐ H. CO. P & Z: _____
☐ H. CO. DILP: _____
☐ ABERDEEN: _____
☐ BEL AIR: _____
☐ HAVRE DE GRACE: _____
☐ LAW ENFORCEMENT: _____

APPROVED

☐ YES DATE: _____
☐ NO DATE: _____
REASON: _____

_____

_____

Initials: _____