



City of Annapolis
Office of the City Clerk
160 Duke of Gloucester Street
Annapolis, Maryland 21401

DepClerk@annapolis.gov • 410-263-7942 • Fax 410-280-1853 • TDD use MD Relay or 711 • www.annapolis.gov

Alcoholic Beverage Control Board Consumption of Alcoholic Beverages on City Property Application

All applicants must also submit an **Alcoholic Beverage Control Board Noise Control Statement** to the Deputy City Clerk for any event, and any related activities, proposed to be held on City property.

Any terms used in this application, which are not otherwise defined, shall have the meanings indicated in the Alcoholic Beverage Control Board (ABCB or Board) [Rules and Regulations](#).

Application Due: Forty (40) days before the event date

Complete the following information:

Applicant Name _____

Contact Person _____

Work Phone _____ Cell Phone _____

E-mail Address _____

Event Title _____

Event Date(s) _____ Start Time _____ End Time _____

Event Location/Address _____

Type of Event _____

Approximate number of persons attending Event _____

Has the Applicant ever submitted this application in the past? Yes No

If yes, state the date application submitted: _____

Does the Applicant intend to have music at this Event? Yes No

If yes, state what type of music and the hours: _____

How does the Applicant intend to control the service of Alcoholic Beverages to ensure that minors are not served?

Does the Applicant intend to provide security? Yes No. If yes, how many guards will be hired? _____

(Security is **required** for any event in a city building.)

Alcoholic Beverages will be:

Provided by guests (bringing their own bottles).

Provided to guests, at no charge.

Provided to guests, for which they will be charged, either by a ticket, admission charge, or at a cash bar.

**For Clubs and non-profit organizations with a Special Class C One-Day Liquor License, state wide caterers license holders or current license holders with a temporary extension of premises if directly adjacent to licensed premises.*

I, as a legally authorized representative of the Applicant, hereby certify that the above information is true and correct to the best of my knowledge, information and belief, and that I have read and understand the statements made on this application.

If any signed statement, report, affidavit, or oath, required under any of the provisions of Article 2B, Section 198 of the Annotated Code of Maryland, shall contain any false statement, the offender shall be deemed guilty of perjury, and upon conviction thereof, shall be subject to the penalties provided by law for that crime.

Authorized Representative Name _____

Authorized Representative Signature _____

Signature of witness _____

FOR CITY USE ONLY

Received & content noted

Dept. Director _____ Date _____

Fire _____ Date _____

Police _____ Date _____

APPROVED

On behalf of the Alcoholic Beverage Control Board on this _____ day of _____, _____

Deputy City Clerk

Please feel free to contact the City Clerk's Office at 410-263-7942.



City of Annapolis
Office of the City Clerk
160 Duke of Gloucester Street
Annapolis, Maryland 21401

DepClerk@annapolis.gov • 410-263-7942 • Fax 410-280-1853 • TDD use MD Relay or 711 • www.annapolis.gov

Alcoholic Beverage Control Board Noise Control Statement

Applicant Name _____

Contact Person _____

Work Phone _____ Cell Phone _____

E-mail Address _____

Event Title _____

Event Date(s) _____ Rain Date(s) _____

Start Time _____ End Time _____

Event Location/Address _____

Any terms used in this form, which are not otherwise defined, shall have the meanings indicated in the Alcoholic Beverage Control Board (ABCB or Board) [Rules and Regulations](#).

I, as a legally authorized representative of the Applicant, hereby certify on behalf of the Applicant that I have read and understand [Section 7.12.340](#) Music—Exits—Dress codes of the Code of the City of Annapolis, and the Applicant shall comply with such section (and all other applicable provisions of the City Code) for the duration of the above named event, which includes, but is not limited to, the following:

- (A) All mechanical, electronic, live or other music within the Licensed Premises shall cease fifteen (15) minutes prior to the closing hour as designated for the class License except that establishments holding Class C and Class F Licenses shall cease no later than 2:00 a.m.
- (B) Appropriate sound suppression techniques shall be employed to ensure that noise or sounds of music originating within a structure are not audible off the Premises upon which the structure is located.

I further certify that I am the legally authorized and designated person for the Applicant who can be reached by telephone throughout the entirety of this event, who has the authority and means to control music and noise levels for the event on behalf of the Applicant, and who shall exercise that authority to maintain those music and noise levels so as not to disturb neighbors or to violate any applicable laws. I, on behalf of the applicant, hereby understand that it may be necessary to entirely suspend amplified voice and/or music if music and/or noise complaints cannot otherwise be resolved, and hereby consent to enforcement of this condition in the sole discretion of the City and its Police Department.

Authorized Representative (please print) _____

Signature of Authorized Representative _____