

Ticketed Events Over 300 Attendees With or Without Street Closures

ALL EVENT APPLICATIONS MUST BE SUBMITTED 90 DAYS PRIOR TO EVENT DATE

Events held by License Holder

1. Provide Registration receipt from Visit Baltimore found at Baltimore.org/CIAA
2. Provide Copy of Flyer for Event
3. License Holder must have proof of good standing with BLLC
4. Provide Security Plan including map of area, number of security personnel, a plan to ensure individuals consuming alcohol are over 21, hired security team-proof of MD State License, and a plan to ensure alcoholic beverages purchased do not go of premise. See list of Security teams on Baltimore.org/CIAA
5. Provide Letter/Receipt from Department of Transportation. Must go in person to DOT's office located at 417 E Fayette St., Baltimore, MD 21202
 - i. Have letter stating event does not need a Special Event Permit
 - ii. Fill out DOT's Special Event Permit and have Receipt. BLLC will not grant Permit until DOT's Special Event permit is Approved
6. Provide Completed Application for Related Event Permit to the Board of Liquor License Commissioners for Baltimore City located at 1 North Charles Street, 15th Floor, Baltimore, MD 21201. MUST BE NOTORIZED
7. Must bring check or money order of \$50 made out to the Director of Finance at time of application submission. No cash or credit card accepted.

Joint Application with Promoter Partnership with License Holder

1. Steps 1-7 under Events Held by License Holder
2. Provide Letter from License holder authorizing event on License Holder letterhead

Joint Application with Promoter and One Day License Holder

1. Steps 1-7 under Events Held by License Holder
2. Provide Letter from One Day License holder WITH License Holder letterhead
 - i. If in conjunction with a Class C One-Day (Non-Profit) License Holder, a Related Event Promoter shall obtain and submit to the BLLC a letter on the license holder's letter head, which is signed by the Class C One-Day (Non-Profit) License Holder, authorizing third party promoter to make application for the Related Event.
3. Provide Copy of One Day License

Joint Application for Promoter Partnership with SCAT License Holder

1. Steps 1-7 under Events Held by License Holder
2. Provide Letter from SCAT License holder WITH License Holder letterhead
3. Provide Copy of the SCAT License

SCAT Holder Application

1. Steps 1-7 in Events Held by License Holder
2. Provide SCAT License

Ticketed event under 300 Attendees, where event needs street closures

ALL EVENT APPLICATIONS MUST BE SUBMITTED 90 DAYS PRIOR TO EVENT DATE

Events Held by License Holder

1. Provide Registration receipt from Visit Baltimore Baltimore.org/CIAA
2. Provide Copy of Flyer for Event
3. License Holder must have proof of good standing with Maryland State Department of Assessments & Taxation
 - i. BLLC will verify this
4. Provide Security Plan including map of area, number of security personnel, a plan to ensure individuals consuming alcohol are over 21, hired security team-proof of MD State License and a plan to ensure alcoholic beverages purchased do not go of premise. See list of Security teams on Baltimore.org/CIAA
5. Provide Letter/Receipt from Department of Transportation. Must go in person to DOT's office located at 417 E Fayette St., Baltimore, MD 21202
 - i. Fill out DOT's Special Event Permit and have Receipt. BLLC will not grant Permit until DOT's Special Event permit is Approved
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Joint Application with Promoter Partnership with License Holder

1. Steps 1-7 in Events Held by License Holder
2. Provide Letter from License holder authorizing event on License Holder letterhead

Joint Application with Promoter and One Day License Holder

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2. Provide Letter from One Day License holder WITH License Holder letterhead
 - i. If in conjunction with a Class C One-Day (Non-Profit) License Holder, a Related Event Promoter shall obtain and submit to the BLLC a letter on the license holder's letter head, which is signed by the Class C One-Day (Non-Profit) License Holder, authorizing third party promoter to make application for the Related Event.
3. Provide Copy of One Day License

Joint Application for Promoter Partnership with SCAT License Holder

1. Steps 1-7 in Events Held by License Holder
2. Provide Letter from SCAT License holder WITH License Holder letterhead
3. Provide Copy of the SCAT License

SCAT Holder Application

1. Steps 1-7 in Events Held by License Holder
2. Provide SCAT License

Events 300 Attendees or less with No Street Closures

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Events Held by License Holder

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2. Provide Copy of Flyer for Event
3. License Holder must have proof of good standing with Maryland State Department of Assessments & Taxation
 - i. BLLC will verify this
4. Provide Security Plan including map of area, number of security personnel, a plan to ensure individuals consuming alcohol are over 21, hired security team-proof of MD State License and a plan to ensure alcoholic beverages purchased do not go of premise. See list of Security teams on Baltimore.org/CIAA
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6. Must bring check or money order of \$50 made out to the Director of Finance at time of application submission. No cash or credit card accepted.

Joint Application with Promoter Partnership with License Holder

1. Steps 1-6 under Events Held by a License Holder
2. Provide Letter from License holder authorizing event on License Holder letterhead

Joint Application with Promoter and One Day License Holder

1. Steps 1-6 under Events Held by a License Holder
2. Letter from One Day License holder WITH License Holder letterhead
 - i. If in conjunction with a Class C One-Day (Non-Profit) License Holder, a Related Event Promoter shall obtain and submit to the BLLC a letter on the license holder's letter head, which is signed by the Class C One-Day (Non-Profit) License Holder, authorizing third party promoter to make application for the Related Event.
3. Provide Copy of One Day License

Joint Application for Promoter Partnership with SCAT License Holder

1. Steps 1-6 under Events Held by a License Holder
2. Provide Letter from SCAT License holder WITH License Holder letterhead
3. Provide Copy of the SCAT License

SCAT Holder Application

1. Steps 1-6 in Events Held by License Holder
2. Provide SCAT License