



Liquor Board

OUTDOOR ALCOHOL SERVICE APPLICATION – FIRST TIME APPLICANT

In filling out this application, please be as specific as possible, when possible. It is up to the licensee to make the case to the Board in the application below (and any additional supporting documentation the licensee may wish to include), that any such Outdoor Alcohol Service will be tightly controlled and monitored. Any such approval is subject to existing restrictions on the establishment's liquor license and may be subject to any community complaints, at the Board's discretion.

PART 1

1. DATE SUBMITTED:

2. BUSINESS TRADE NAME:

ADDRESS:

CITY:

STATE:

MARYLAND

ZIP:

3. DETAILED DESCRIPTION/NATURE OF REQUESTED OUTDOOR SERVICE:

4. PROVIDE A DETAILED DESCRIPTION OF HOW THE ALCOHOL WILL BE SERVED AND MONITORED IN THE OUTDOOR AREA:

5. ARE PATRONS ABLE TO ACCESS THE OUTDOOR AREA WITHOUT FIRST ENTERING THE ESTABLISHMENT?* Y N

IF "YES" PLEASE DESCRIBE (and see below):

PART 2

If you answered "YES" to question #5 above, please be aware of the following: to be approved, any outdoor area must be configured in such a way so that the service of alcohol to the outdoor area is controlled at all times. All points of entry must be controlled and monitored. Means of achieving this include using a combination of the following tools:

- Waist-high, or higher, fencing (with gates).*
- Planters.
- Stanchions, upright bars or posts.
- Signage that requires patrons to enter the establishment prior to being seated outdoors.
- Host/hostess stand at outdoor area entry/exit point.
- Other creative measures that might be considered by the Board.

*(Note that any outdoor emergency exit doors/gates must have "Emergency Exit Only" signs on both sides of any such door/gate.)

PART 3

CHECKLIST: Required Items, Permissions, and other Considerations:

Property owner must approve of any Outdoor Alcohol Service in writing and such permission must be included with this application.

Any and all required permits from each respective department (e.g. Inspection & Permits, Zoning, Fire Marshal, etc.) must be included with any application. If in doubt, contact Anne Arundel County Inspections and Permits (reasons may include, but aren't limited to, tents over 200 sq. feet, new fencing, alterations to parking lot, impeding pedestrian traffic, handicap parking, or fire lanes).

A request for an outdoor bar will require approval from the Health Department and such approval must be included with this request.

A current illustration (does not have to be professionally commissioned or to scale, but must be clear and legible) that contains the following information:

- The outdoor service area in relation to the existing establishment on the premises.
- Basic dimensions.
- Using the tools mentioned in Part 2 above, clearly show a designated perimeter with clearly marked entry or exit points from within the building and any entry or exit points from the outside service area.
- Number and location of chairs (including type), tables and their proximity to one another.
- Size and position of any outdoor bars or alcohol service areas.
- Size and position of any outdoor entertainment/games (e.g. cornhole, horseshoes, bandstand, etc.).

Photos of the proposed Outdoor Alcohol Service area from several angles (including bar, if any, and all exit doors or gates).

Payment of \$100 due upon approval (This is an annual fee that aligns with the issuance of the annual liquor license. Payments shall *not* be pro-rated for any *new* applications received after May 1 of the calendar year).

Once completed, all applications must be submitted to LQINFO@AACOUNTY.ORG with the subject line "OUTDOOR ALCOHOL SERVICE REQUEST" or physical copies may be deposited in the Liquor Board drop box in the parking lot across from the Liquor Board office entrance or mailed to 2011-D Commerce Park Drive, Annapolis, MD 21401.

LICENSEE: _____ DATE: _____
SIGNATURE or E-SIGNATURE

PRINT NAME: _____

PHONE #: _____ EMAIL ADDRESS: _____

Please be aware that no applications shall be considered until such time as the applicant has received any and all permits and or permissions by relevant state or county agencies that may be required in any proposed outdoor seating area. The Board will endeavor to process your application as soon as possible. Partial/incomplete applications shall not be considered.