State of Maine Bureau of Alcoholic Beverages and Lottery Operations Division of Liquor Licensing and Enforcement 8 State House Station Augusta, ME 04333-0008 Telephone: (207) 624-7220 Fax: (207) 287-3434 Email: MaineLiquor@Maine.gov

# NOTICE

## If you are a Class A Restaurant, Restaurant/Lounge, Lounge, Hotel, Club, or Bed & Breakfast you have the ability to perform catered events ONLY under the below circumstances.

Events open to the public; the event <u>MUST</u> be sponsored by a Non-Profit (the entity requesting your services that is listed under question number 16 of the application). This Non-profit must be registered as a 503C and verifiable with Maine Secretary of State. Whether the event is a ticketed event or not it is considered as being open to the public and would still require a Non-Profit as the sponsor.

## -OR-

2. Private events such as weddings, birthday parties, office parties, etc. where the public is <u>NOT</u> invited.

## All other events or inquiries as to whether you have the capability of catering the requested function should be discussed with a liquor inspector to determine if possible.

# Only Qualified Caterers may cater events open to the public regardless of who is requesting the services.

State of Maine	DIVISION USE ONLY	
Bureau of Alcoholic Beverages and Lottery Operations Division of Liquor Licensing and Enforcement	Class:	By:
8 State House Station	Deposit Date:	
Augusta, ME 04333-0008	Amt. Deposited:	
Telephone: (207) 624-7220 Fax: (207) 287-3434	Cash Ck Mo:	
Email: MaineLiquor@Maine.gov		

## **Application for a Catering Permit**

\$10.00 (per day)

**Check Payable: Treasurer State of Maine** 

The law requires the application to be submitted at least <u>24 Hours</u> prior to the function, however a longer notice is appreciated to allow additional time for processing.

1.	License No.:	DBA Na	me:				
2.	Mailing Address: _						
3.	Town/ City:			_State: _	Z	Zip Code:	
4.	Telephone:		H	<sup>7</sup> ax:			
5.	Email Address:						
			Event De	etails			
6.	Title and Purpose of	f Function:					
7.	Is this a public or a	private event?					
8.	Location of Functio	on:					
9.	Physical Address of	Function:					
10.	Town/City:		Sta	te:	Zip C	ode:	
11.	Check One: $\Box$ Inc	door Event	□ Outside Ev	vent (If o	outside, a c	liagram mus	t be included)
12.	Date of Event:		<b>Time</b> : F	rom		То	
13.	Name of Person/ Er	ntity requesting	•				
	Address:						
	State:	_Zip Code:		Telepł	hone Nun	1ber:	
	Email address:						
14.	Number of Persons	Attending:		-			
15.	Describe specific in	door and/or ou	tdoor area to be	licensed:	:		
16.	Will Dancing be off	fered during the	e event? Y	ES 🗆	NO 🗆		
17.	Does the venue hav	e a dance licen	se? YES 🗆	NO 🗆 (	If yes, plea	ase provide a	copy of the license)
							Page 2 of 5

#### **Outdoor Catering Restrictions:**

1. There must be a stanchion or fence completely enclosing the area.

2. Signs must be posted stating "No alcohol beyond this point".

3. There must be sufficient employees at the event to control and monitor the area.

(Note: By law, liquor can only be served from 5:00 am to 1:00 am of the next day, Sunday through Saturday. Function times can not deviate from this statutory requirement.)

Date

Signature of Licensee or Corporate Officer

Print Name of Licensee or Corporate Officer

## **For Municipal Approval Only**

#### TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:

Hereby certify that we have complied with Section 653 of Title 28-A Maine Revised Statutes and hereby approve said application.

#### NOTE: PLEASE PROVIDE ALL OF THE REQUESTED INFORMATION BELOW

Dated at:	, Maine	
City/Town	County	
On:		
Date		
The undersigned being:	$\Box$ County Commissioners of the	
$\Box$ City $\Box$ Town $\Box$ Plantation $\Box$ Unin	corporated Place of:, Maine	
-	-	
Signature of Officials	Printed Name and Title	

Once issued, this permit is not assignable and is valid only for use by the licensee named in this application and for the date, time, and location listed in this application. This permit is issued subject to Maine liquor laws, Title 28-A and the Bureau's Administrative Rules. Penalties for failure to comply with the laws and rules are provided in Chapter 33 of Title 28-A.

The Division of Liquor Licensing & Enforcement is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

Payments to the Division of liquor licensing & enforcement by check subject to penalty provided by Section 3-B of Title 28A, MRS

## CATERING PERMIT DIAGRAM

In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed. Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram that you are requesting approval.

### Submit completed forms to:

Division of Liquor Licensing and Enforcement 8 State House Station, Augusta, ME 04333-0008 (Regular mail) 10 Water Street, Hallowell, ME 04347 (Overnight mail) Telephone inquiries: 207-624-7220 Fax line: 207-287-3434 Email inquiries: <u>MaineLiquor@Maine.gov</u>

### FOR USE ONLY BY DIVISION OF LIQUOR LICENSING & ENFORCEMENT

### **RESTRICTIONS:**

PERMIT NUMBER : \_\_\_\_\_

## [ ] APPROVED

DATED:	
--------	--

## [ ] <u>NOT APPROVED</u>

ISSUED	BY:	
ISSUED	$\mathbf{DI}$ .	

#### The Law

#### §1052. OFF-PREMISE CATERING AT PLANNED EVENTS OR GATHERINGS

1. Off-premise catering license for sale of liquor off-premise. Class A restaurants, Class A lounges, Class A restaurant/lounges, hotels, bed and breakfasts and clubs licensed to sell spirits, wine and malt liquor may apply for an additional license to conduct off-premises catering of spirits, wine and malt liquor at planned events or gatherings to be held at locations other than the licensee's premises under this section.

[ 1999, c. 236, §3 (AMD) .]

2. Fee. The license fee for the off-premise catering license is \$10 per calendar day of the event or gathering.

[ 1987, c. 342, §76 (AMD) .]

3. Sponsor. The off-premise sales license authorizes the licensee to sell liquor only at:

A. Public events or public gatherings sponsored by a charitable, nonprofit organization or civic group; and [1987, c. 45, Pt. A, §4 (NEW).]

B. Private events or private gatherings sponsored by an individual person, organization or association of persons. [1987, c. 45, Pt. A, §4 (NEW).]

[ 1987, c. 45, Pt. A, §4 (NEW) .]

**4**. **Application.** The licensee must apply for an off-premises catering license by filing a written application with the <u>bureau at least</u> 24 hours before the event or gathering. The application must include the following:

A. Title and purpose of the event; [1987, c. 45, Pt. A, §4 (NEW).]

B. Date, time and duration; [1987, c. 45, Pt. A, §4 (NEW).]

C.Location; [1987, c. 45, Pt. A, §4 (NEW).]

D. Approximate number of persons to be accommodated; [1987, c. 45, Pt. A, §4 (NEW).]

E. Name and address of sponsoring person, organization or association; [1987, c. 45, Pt. A, §4 (NEW).]

F. If food is to be served, the name and address of food caterer, if other than the licensee; and [1987, c. 45, Pt. A, §4 (NEW).]

G. **Approval by the municipal officers**, or a municipal official designated by the municipal officers, of the municipality in which the proposed additional licensed premises are located, which, notwithstanding section 653, may be granted without public notice. The bureau shall accept approval required under this paragraph in electronic form submitted by the applicant or directly by the municipality to the bureau. [2017, c. 260, \$1 (AMD).]

[ 2017, c. 260, §1 (AMD) .]

**5.** Ruling on application. Upon receipt of the application, the bureau may immediately approve or deny the application. The bureau shall advise the applicant that the license and the off-premise sales license may be revoked and suspended under chapter 33.

[1997, c. 373, §84 (AMD) .]

6. Local option questions. The bureau may not grant approval for the sale of liquor at events to be held in areas where the voters have voted in the negative concerning the pertinent local option questions.

[1997, c. 373, §85 (AMD) .]

SECTION HISTORY 1987, c. 45, §A4 (NEW). 1987, c. 342, §§76-78 (AMD). 1993, c. 260, §1 (AMD). 1993, c. 730, §40 (AMD). 1997, c. 373, §§84,85 (AMD). 1999, c. 236, §3 (AMD). 2005, c. 539, §8 (AMD). 2017, c. 260, §1 (AMD).