

STATE OF MAINE DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

TELEPHONE: (207) 624-7220 FAX: (207) 287-3434 EMAIL INQUIRIES: maineliquor@maine.gov

Application for a License for an Incorporated Civic Organization Important Information

A. General

- i. The municipality in which the event will take place must have voted to approve onpremises consumption under Title 28-A, Chapter 5.
- ii. The law requires the application to be submitted at least <u>24 hours</u> in advance of the event, however, a longer notice is appreciated to allow additional time for processing.
- B. Events open to the public
 - Your organization must be an incorporated civic organization or a similarly purposed national organization designated under the United States Internal Revenue Code of 1986, Section 501(c)(3) and verifiable with the office of the Maine Secretary of State, Division of Corporations.

Submit completed forms to:

Bureau of Alcoholic Beverages and Lottery Operations Division of Liquor Licensing and Enforcement

Mailing address: 8 SHS, Augusta, ME 04333-0008

Courier delivery: 19 Union Street, 3rd floor, Suite 301-B, Augusta, ME 04330



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Application for a License for an Incorporated Civic Organization

Sect	ion A:	Applicant Information:					
1.	Legal	Name of Applicant:					
2.	Conta	ct Name for Applicant:					
3.	Mailir	ng Address of Primary Offi	ce of App	olicant:			
4.5.							
Sect	ion B:	Event Information:					
1.	Title I	Event:					
2.	Purpo	se of Event:					
3.		ion of Event (check one):		One Day		Multiple Days (only 1 permitted per ye	ar
4.	Type	of Event: (check one)		Indoor		Outdoor	
5.	Town	or City where Event will to	ake place	:			
6.	Comp	lete Physical Address of E					
7.	Date o	of Event:		Tim	e: From	n To	_
			verages can	n <u>only</u> be served f	rom 5:00	am to 1:00 am of the next day, Sunday	
8.	Numb	er of Persons Attending:					

9.		ibe specific indoor and/or outdoor aream of the outside space in Section F be		d: (for	an outd	oor event, please include	: a
10.	Will	lancing be part of the event?	Yes		No		
	a. b.	Does the venue have a dance license If yes, please provide a copy of the l		□ e State	No s's Fire l	□ Marshall's Office	
Section	on C:	Signature of Applicant					
by lav	v. Kno	is application, the licensee understand wingly supplying false information on able by confinement of up to one year	this application	n is a (Class D	Offense under Maine's	
Please	e sign a	nd date in blue ink.					
Dated	:						
			Signature of	Duly A	Authoriz	ed Person	
			Printed Name	e of Du	ıly Auth	norized Person	

Section D: For use by Municipal Officers and County Commissioners only Approval of an Application for a License for an Incorporated Civic Organization

The undersigned hereby certifies approve this catering event applic					.S. §653 and _·
Check only one: ☐ City		Town		Unorganized Territory	
Name of City/Town/Unorganized	Territory:				
Who is approving this application	-		ma of		County
	□ County (Commissione			County
	ohol to be sold f	for the approp	• .	pe of license to be issued be sof the week. Please chec	•
Signature of O	fficials		P	rinted Name and Title	

Section E: Application Fee; Other Information

- 1. The license fee is \$50.00 plus a \$10.00 filing fee; make checks payable to Treasurer State of Maine.
- 2. 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.
- 3. 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 under 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.
- 4. The Division 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.
- 5. Payments to the Division by check subject to penalty provided by 28-A MRS Section 3-B.

Section F: Diagram for Outdoor Events

The following restrictions apply to outdoor events:

- There must be a stanchion or a fence completely enclosing the area.
- Signs must be posted stating "No alcohol beyond this point".
- There must be sufficient employees at the event to control and monitor the area.

In an effort to clearly define the area that consumption and storage of liquor will occur during this outdoor event, diagrams must be submitted on this form and should be as accurate as possible. Be sure to label the areas of consumption and storage on your diagram.

		For Division Use	e Only	
	Date Filed:		e Only License No:	
	Date Filed:			
]		Approved	License No:	