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 24 hours in advance of the event, however, a longer notice is appreciated to allow additional time for processing.
B. Events open to the public
i. 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, $3^{\text {rd }}$ floor, Suite 301-B, Augusta, ME 04330

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## Application for a License for an Incorporated Civic Organization

## Section A: Applicant Information:

1. Legal Name of Applicant:
$\qquad$
2. Contact Name for Applicant:
3. Mailing Address of Primary Office of Applicant:
4. Contact Name Telephone/Mobile Number: $\qquad$
5. Email Address of Contact:

## Section B: Event Information:

1. Title Event: $\qquad$
2. Purpose of Event: $\qquad$
3. Duration of Event (check one):

One Day
Multiple Days (only 1 permitted per year)
4. Type of Event: (check one)

Indoor
Outdoor
5. Town or City where Event will take place: $\qquad$
6. Complete Physical Address of Event:
$\qquad$
$\qquad$
7. Date of Event: $\qquad$ Time: From $\qquad$ To $\qquad$
Under Maine liquor laws, alcoholic beverages can only be served from 5:00 am to 1:00 am of the next day, Sunday through Saturday; event times cannot deviate from this statutory requirement.
8. Number of Persons Attending: $\qquad$
9. Describe specific indoor and/or outdoor area to be licensed: (for an outdoor event, please include a diagram of the outside space in Section F below.)
10. Will dancing be part of the event?
a. Does the venue have a dance license?

Yes $\square \quad$ No
b. If yes, please provide a copy of the license from the State's Fire Marshall's Office

## Section C: Signature of Applicant

By signing this application, the licensee understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to $\$ 2,000$ or by both.

Please sign and date in blue ink.

Dated: $\qquad$

Signature of Duly Authorized Person

Printed Name of Duly Authorized 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 that we have complied with the process outlined in 28-A M.R.S. §653 and approve this catering event application on this date: $\qquad$ .

Check only one: $\quad \square \quad$ City $\quad \square \quad$ Town $\quad \square \quad$ Unorganized Territory

Name of City/Town/Unorganized Territory: $\qquad$

Who is approving this application? $\square$ Municipal Officers
$\square$ County Commissioners of $\qquad$ County

Please Note: The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of license to be issued by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

| Signature of Officials | Printed 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 24 Hours 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 Only

Date Filed:
$\square$ Approved $\quad \square$ Not Approved
Date Approved:

| License No: |
| :--- |
| Deposit Date: |
| Amt. Deposited: |
| Payment Type: |

Approved By: $\qquad$

