

Rule 2.119 – Per Diem (Temporary) Licenses

1. The Alcoholic Beverages Article authorizes the Board to issue two (2) types of per diem (temporary) licenses: (a) Class D (beer only) and (b) Class C (beer, wine, and liquor).
2. An application for a temporary license must be filed at least thirty (30) days prior to the desired hearing date. The person signing the Application on behalf of the Applicant must be (1) an Officer or Authorized Person with the authority to bind the entity (e.g. club, association, etc.) or (2) shall present a signed and sworn affidavit from the Officer or Authorized Person that confirms that the Applicant is vested with the authority to apply for and hold the per diem license on behalf of the entity and (3) a resident of Charles County. Prior to the hearing, the Clerk will verify that the entity is in "good standing" with the State of Maryland's Department of Assessments & Taxation (SDAT). Applicants should verify the entity's status prior to filing the Application. Temporary licenses will not be issued to an entity that is not in good standing.
3. Within fifteen (15) days following submission, the Clerk will contact the Applicant by e-mail to confirm that the Application has been reviewed and is legally sufficient. All portions of the Application must be completed. A diagram MUST be submitted with the Application. Incomplete applications will not be accepted.
4. An Application will not be placed on the Board's agenda until it is legally sufficient (completed Application and diagram). The Board's agenda is finalized approximately ten (10) days prior to the hearing and items will not be added to the agenda after it is finalized.
5. The person signing the Application on behalf of the Applicant must appear before the Board, whose meetings are generally held on the second Thursday of each month. Times may vary depending upon the other items on the Board's agenda.
6. During the hearing, the Officer/Authorized Person must be knowledgeable about the event (purpose, scope, etc.). If he/she does not have familiarity with the event, he/she may be accompanied by the event organizer who may offer testimony about the event. At a minimum, the Officer/Authorized Person must be able to confirm the accuracy of the information stated on the Application.

Adopted: September 13, 2018

Effective Date: September 13, 2018

Revised: January 10, 2019