

Policy on the Consumption, Distribution and Sale of Alcoholic Beverages

ARCHDIOCESE OF WASHINGTON



Archdiocese of Washington
Office of the General Counsel
P.O. Box 29260
Washington, DC 20017
legaladmin@adw.org

Purpose

The purpose of the Archdiocese of Washington’s *Policy on the Consumption, Distribution, and Sale of Alcoholic Beverages* is to provide guidelines for the service and consumption of alcoholic beverages at events. This policy is based on our moral and legal responsibilities to those attending the event where alcohol is served and to the community at large. As always, this policy calls for all parishes to strictly enforce all alcoholic beverage controls as required by law, and provides for common-sense best practices, which will enable the parish to handle alcohol in a responsible, safe manner. Most especially, the policy clarifies that pastors, administrators, event chairpersons, or anyone serving alcohol must not tolerate underage drinking at any event.

This policy applies to (1) any event on parish¹ property where alcohol is served or consumed, whether or not the event is sponsored by the parish, and also (2) to any parish-sponsored event off parish property where alcohol is served or consumed.

How This Policy Is Organized

General Rules for All Events.....	1
Classifying Your Event.....	2
Parish-Sponsored Events Requiring a Liquor License.....	5
Parish-Sponsored Events That Do Not Require a Liquor License	7
Non-Parish-Sponsored Events Requiring a Liquor License	8
Non-Parish-Sponsored Events That Do Not Require a Liquor License.....	10
Safety and Security.....	11

¹ Throughout this document, the term “parish” refers to archdiocesan parishes, schools, and departments.

General Rules for All Events

1. Alcohol must not be served to anyone who appears to be intoxicated.
2. Alcohol may only be served by, purchased by, and served to adults 21 years of age and older. Servers must request proof of age when serving anyone who appears to be under 30 years of age.
3. No person under the age of 21 may attempt to receive, possess, or drink alcoholic beverages.
4. Only one alcoholic beverage per person may be served to a person at a time.
5. Individuals may NOT bring alcohol for personal consumption (“BYOB” events are prohibited).
6. When practicable, if a parish event exceeds 4 hours in duration, service of alcoholic beverages must cease 1 ½ hours before the end of the event.
7. Guests must not be permitted to carry open containers of alcohol off the premises.
8. No alcoholic beverages may be served at youth events, such as school plays, talent shows, or youth athletic events.

Classifying Your Event

Different rules in this policy apply based on (1) whether your event is a parish-sponsored event or a non-parish-sponsored event, and (2) whether or not a liquor license is required. So, the first step is to classify your event based on the following parameters.

A) Is the Event Parish-Sponsored?

1. Generally, an event is considered to be sponsored by the parish when all of the following conditions are met:
 - a. the event is open to all members of the parish or only to members of the parish;
 - b. all monies or proceeds, if applicable, flow through parish accounts;
 - c. it is under the direct supervision of the pastor/administrator;
 - d. the purpose is to facilitate learning, raise revenue for the parish, or provide a social service on behalf of the parish;
 - e. the leader of the event or group is a parish volunteer or employee.
2. A non-parish-sponsored event is any event or function that does not meet the conditions above. Typical events not sponsored by the parish, school or archdiocese include but are not limited to wedding receptions, birthday parties, anniversary parties, quinceañeras, etc.

Exceptions may apply. If there is any question regarding whether an event is parish-sponsored, please contact the Office of the General Counsel at (301) 853-4520.

3. This policy applies to (1) any event on parish property where alcohol is served or consumed, whether or not the event is sponsored by the parish, and also (2) to any parish-sponsored event off parish property where alcohol is served or consumed

B) Is a Liquor License Required?

1. In both the District and in Maryland, a license must be obtained:
 - a. when alcoholic beverages are sold on parish property (sale of alcoholic beverages is only permitted at parish-sponsored events);
 - i. Auctioning or raffling alcohol is considered to be receiving compensation for alcohol that require a license or permit. Unopened

containers of alcohol may be raffled or auctioned only under these conditions:

1. Maryland parishes must have a liquor license to raffle or auction unopened containers of alcoholic beverages. Maryland parishes should note that licensing requirements can vary from county to county. Check with your local county office for specific information.
 2. District parishes must have a nonprofit corporation auction permit to raffle or auction unopened containers of alcoholic beverages.
 3. Raffled or auctioned alcoholic beverages cannot be opened and/or consumed on parish premises.
- b. when alcoholic beverages are included in the price of admission (permitted at all types of events whether parish-sponsored or non-parish-sponsored); OR
 - c. when the group or individual hosting an event at which alcoholic beverages are served is otherwise compensated.
2. In the District only, a license must also be obtained:
- a. when an event at which alcoholic beverages are served is open to the public; OR
 - b. when, in the case of non-parish-sponsored events held on parish property, the group or individual hosting the event pays the parish for use of the parish facilities.

These licensing requirements apply regardless of the size of the event or the number of people consuming alcohol. Please refer to the appendices to this policy for licensing information for your jurisdiction.

Examples and Explanations

As outlined above, the criteria for determining whether a liquor license is required are different in Maryland than they are in the District of Columbia. In Maryland, the *only* question is whether the organization serving the alcohol will be compensated in any way. If it will, then the group must obtain a license; if it won't, then no license is required. In D.C., however, even if no compensation will be received by the group serving the alcohol, a license is still necessary if the event will be open to the public or if the group serving the alcohol pays to rent the facility where the event is being held. When evaluating whether compensation is received, the question does not turn on whether the individual or group serving the alcohol profits from the event. It is simply a matter of whether *any* compensation is received, even if it is less than the costs of hosting the event.

The differences between Maryland and D.C. have practical consequences. Consider as an example a non-parish-sponsored event, such as a christening party, where the parishioner pays a rental fee to the parish and hires a certified bartender to serve alcohol to her guests but does not receive any money from her guests. In Maryland, this event would not require a liquor license, but in D.C. it would. Therefore, different sections of this policy would apply to that event—Section 6 in Maryland, and Section 5 in D.C. This is simply a result of differences in applicable laws and regulations in the jurisdictions that the Archdiocese spans.

The procedure for obtaining a liquor license also varies depending on a parish's location. This policy includes jurisdiction-specific appendices that provide parishes with guidance on how to apply. For instance, the process in the District of Columbia is rigid and highly formalized, but in Calvert County there is no form to use for the application; parishes instead must write out their request on parish letterhead.

Questions may arise about how to classify events where the Knights of Columbus serve alcohol—specifically, whether such events are to be considered parish-sponsored or non-parish-sponsored. The analysis is no different than it would be for an event where no alcohol is served. Some events that involve the Knights of Columbus meet the definition of a parish-sponsored event, and some do not. For further discussion of what constitutes a parish-sponsored event, please see the Contract Review Policies and Procedures.

Parish-Sponsored Events Requiring a Liquor License

Whenever alcohol is served and any form of compensation is received, the parish must apply for a liquor license. This includes compensation received in exchange for admission, or for goods (such as auction items), or activities (such as rides) at the event other than alcohol. For District parishes only, a liquor license is also required if the event is open to the public.

The following rules apply to “liquor-licensed” parish events:

1. Alcoholic beverages must be dispensed by a licensed or certified bartender.
2. Cans and bottles must be opened before serving them.
3. Guests may not take alcohol off the premises, regardless of whether the container is open or closed, except for closed containers that are raffled or auctioned off according to Section 2.
4. A parish’s sale of alcoholic beverages may be subject to taxation. Please contact the Finance Office in the Central Pastoral Administration for guidance on issues of tax liability. Please also see the Archdiocese’s Fundraising Policy for further information on structuring events to minimize tax liability.
5. License applications must name the Archdiocese of Washington as the owner of the property.
6. License applications must name the parish as the sponsoring organization.
7. The parish official named as the business manager on the license must supervise the event.
8. Parishes must comply with any and all local licensing requirements. Maryland parishes should note that licensing requirements vary from county to county (See the appendices for contact information).
9. At all events, parishes must:
 - a. Post signs that warn of the danger of alcohol to pregnant women and their unborn children.
 - b. Provide notice of current legal drinking age and the requirement to produce valid identification when served.

- c. Post signs prohibiting alcohol and glass containers from being brought on or taken off parish grounds
10. The liquor license obtained for an event must be publicly displayed.
11. All alcoholic beverages sold, raffled, or auctioned at District parishes must be purchased or donated from a licensed retail or wholesale distributor. In other words, parishioners may not donate alcohol to be sold, raffled or auctioned.
12. If drink tickets are utilized, the parish must only sell two tickets per person per purchase.

Examples and Explanations

There are numerous providers of state-approved bartender certification courses. Please see Appendix G for more information.

Occasionally parishes will hold parish-sponsored events at off-site locations that are operated by a group that has its own liquor license. The parish may nonetheless be required to obtain its own liquor license if the event will raise funds for the parish. Pastors should contact their local licensing board for a definitive answer.

Parish-Sponsored Events That Do Not Require a Liquor License

In Maryland, parish-sponsored events where no compensation is received do not require a liquor license, whether or not they are open to the public. In the District, parish-sponsored events do not require a liquor license if no compensation is received and the event is not open to the public.

The following rules apply to parish events where no liquor license is required:

1. Parishes must follow the rules in Section 1 for events not requiring a liquor license.
2. For any event where twenty or more guests are expected, alcohol should only be dispensed by an experienced bartender.

Examples and Explanations

The majority of instances where alcohol is served by the parish in an informal setting will fall under this section. Some examples of parish-sponsored events that do not require a liquor license (in either Maryland or D.C.) are:

- A dinner hosted by the pastor for a particular group of parishioners, such as the Ladies' Sodality or Eucharistic ministers
- An after-Mass reception for new parishioners
- A meeting held over dinner by the parish finance council

It does not violate the general prohibition on BYOB events for an attendee to bring a bottle of wine or a six-pack to be served by the event's host to the group.

Non-Parish-Sponsored Events Requiring a Liquor License

In both Maryland and the District, when alcohol is served at a non-parish-sponsored event, the group or individual hosting the event (not the parish) must apply for a liquor license, in its own name (not the parish's), if:

- 1) the group or individual hosting receives **any** compensation, including donations (this includes compensation received in exchange for admission, food and beverages, goods such as auction items and activities such as rides or amusements).

In the District, but not Maryland, a liquor license is also required if:

- 1) the group or individual hosting the event **pays** the parish for use of the parish's facilities for the event, OR
- 2) the event is open to the public (this should be rare).

In addition, the following rules apply to non-parish-sponsored events requiring a liquor license:

1. Alcoholic beverages may not be **sold** at **any** event that is not sponsored by the parish or archdiocese. In other words, alcohol may be served, but may not be sold at a cash bar, etc.
2. No drink tickets may be sold.
3. Alcoholic beverages must be centrally dispensed by a licensed or certified bartender.
4. Cans and bottles must be opened before serving them.
5. Guests may not take alcohol off the premises, regardless of whether the container is open or closed, except for closed containers that are raffled or auctioned off according to Section 2.
6. License applications must name the Archdiocese of Washington as the owner of the property.
7. Applications must **not** name the Archdiocese of Washington or the parish as the sponsoring organization. The hosting group or individual must name themselves as sponsor.

8. District parishes must complete the sample letter attached in Appendix B, and provide both the letter and a copy of the parish's certificate of occupancy to the applicant—they should not be mailed to the Alcoholic Beverage Regulation Administration directly.
9. Parish officials must manage the facility and supervise the event in its entirety.
10. Parishes must comply with any and all local licensing requirements. (See Appendix A for contact information).
11. In accordance with archdiocesan facility usage guidelines, rental and private parties must have insurance coverage, including liquor liability and food products coverage that protects the parish and the Archdiocese. For further information, please see the Facility Usage Guidelines beginning on page 3 of the Contract Review Policies and Procedures handbook.
12. At all events, parishes must:
 - a. Post signs warning of the danger of alcohol to pregnant women and their unborn children.
 - b. Provide notice of current legal drinking age and the requirement to produce valid identification when served.
 - c. Post signs prohibiting alcohol and glass containers from being carried on or off parish grounds, and any beverage served on the premises, from being carried off the event premises.
13. The liquor license obtained for an event must be publicly displayed.
14. Alcoholic beverages typically may not be raffled, or auctioned at non-parish events. (See Fundraising Policy, Section 4). However, in the event that permission is granted, all alcoholic beverages auctioned or raffled at District parishes must be purchased or donated from a licensed retail or wholesale distributor.

Examples and Explanations

There are numerous providers of state-approved bartender certification courses. Please see Appendix G for more information.

Maryland parishes should note that licensing requirements vary from county to county. Check with your local county office for specific information. (See Appendix A for contact information)

Non-Parish-Sponsored Events That Do Not Require a Liquor License

In Maryland, if a non-parish-sponsored group serves alcohol at an event, a liquor license is not required if the group receives no sort of compensation for hosting the event.

In the District, if a non-parish-sponsored group serves alcohol at an event, a liquor license is not required if:

- 1) The group receives no sort of compensation for hosting the event;
- 2) The group does not pay the parish for use of the parish's facilities for the event;
AND
- 3) The event is not open to the public.

In addition, the following rules apply:

1. Alcoholic beverages may be brought onto parish property to be distributed centrally at such events, but not sold.
2. Alcoholic beverages must be dispensed by a licensed or certified bartender.
3. Guests may not take alcohol off the premises, regardless of whether the container is open or closed.
4. In accordance with archdiocesan facility usage guidelines, rental and private parties must have insurance coverage, including liquor liability and food products coverage that protects the parish and the Archdiocese. For further information, please see the Facility Usage Guidelines beginning on page 3 of the Contract Review Policies and Procedures handbook.
5. At all events, parishes must:
 - a. Post signs that warn of the danger of alcohol to pregnant women and their unborn children.
 - b. Provide notice of current legal drinking age and the requirement to produce valid identification when served.
 - c. Post signs (1) prohibiting alcohol and glass containers being taken on or off parish grounds, and (2) prohibiting any beverage served on parish grounds from being carried offsite.

Examples and Explanations

There are numerous providers of state-approved bartender certification courses. Please see Appendix G for more information.

Safety and Security

The following safety and security rules apply to all events:

1. Events should be evaluated in advance for security concerns. When security may be an issue, security officers, such as off-duty police, should be posted at points of access to monitor sobriety of attendees and assist with traffic and crowd control.
2. Mindful of the possibility that some guests may overindulge, event supervisors should be prepared to make alternate methods of transportation available for individuals too intoxicated to drive home safely.
3. Food and/or snacks should be made available throughout any event where alcohol is served.
4. Parishes should physically limit access to the event for safety and crowd control but ensure that an adequate number of emergency exits are kept available to ensure immediate exit in case of emergency.

Appendix A

LICENSING INFORMATION FOR DISTRICT OF COLUMBIA PARISHES

Parishes in the District of Columbia must apply to the Alcoholic Beverages Regulation Administration for a “Temporary License.” The application is included as Form A1 and is available here:

<http://abra.dc.gov/DC/ABRA/Licenses/Applications#0>

Applications for events to be held entirely indoors must be submitted at least seven days before the event; for events that will be partially or entirely outdoors, the application must be submitted at least fourteen days in advance. The application must include the following:

- 1) A clearance issued by the Metropolitan Police Department, located at 300 Indiana Avenue NW
- 2) A clearance issued by the local police jurisdiction in which the parish is located
- 3) A copy of the parish’s certificate of occupancy
- 4) A diagram of the site where the event will be held, indicating where on site alcohol will be served and where it will be consumed

When alcohol will be served at non-parish-sponsored events, the renting party must also obtain a letter of authorization from the parish, a template of which is included as Form A2.

*Alcoholic Beverage Regulation Administration
2000 14th Street NW, Suite 400S
Washington, DC 20009
abra.dc.gov*

*Email: abra@dc.gov
Phone: (202) 442-4423
Fax: (202) 442-9563*

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
ALCOHOLIC BEVERAGE REGULATION ADMINISTRATION**



INSTRUCTIONS FOR FILING A TEMPORARY LICENSE APPLICATION

Please read all questions carefully. Each question must be answered. If a question or one portion of the question does not apply, please write "Not Applicable". **For all events being held indoors, applications must be filed at least seven (7) days prior to the event. For all events being held partially or entirely outdoors on private space, applications must be filed at least fourteen (14) days prior to the event. If the event is to be held outside on public space or requires a Special Event License from the Department of Consumer and Regulatory Affairs (DCRA), applications must be filed at least forty-five (45) days prior to the event.** Holders of ABC License classes A, B, C, or D must file an application for a one day substantial change.

FEE: The application must be accompanied by the proper license fee. The license fee for a Class F License (Beer & Wine) is One Hundred and Thirty Dollars (\$130). The license fee for a Class G License (Beer, Wine & Spirits) is Three Hundred Dollars (\$300). All payments can be made in the form of a cashier's check, certified check, business check, attorney's check, personal check, or money order, payable to the D.C. Treasurer or by credit card (Visa or MasterCard only).

1. **All persons applying for a Temporary License must be 21 years of age.**
2. The applicant or an approved ABC Manager must be present during the event. The ABC Board reserves the right to require the attendance of additional approved ABC Managers. Please attach a copy of the approved ABC Manager's License.
3. Applications must be submitted in person, Monday through Friday, between the hours of 8:30 a.m. and 4:00 p.m., at the Alcoholic Beverage Regulation Administration (ABRA), 2000 14th Street, N.W., 400S, Washington, DC 20009. Please bring valid government issued identification with you.
4. Please note the term "APPLICANT" as used in this application designates the person in whose name the license will be issued if the application is approved. Please note that if this applicant wishes to designate another individual to pick up the license, the applicant must submit written authorization to ABRA.
5. Application forms must be notarized where applicable.
6. A Special Event is considered to be a parade, walk, run, bike ride, procession, festival, block party, or any activity utilizing public space under the ownership or control of the District of Columbia that requires changing, restricting, or adapting the normal and usual regulations or controls of such space held open for use by the general public, but not including parks, and requires a Special Event License from DCRA.
7. Attach extra sheets if necessary. Write "See Attachment" in any space and print your name on the top of each sheet.

Instructions for the Temporary License Application:

1. Print the Applicant's name (Last Name, First Name, Middle Initial).
2. Print the Applicant's residential address (street address, city, state and zip code).
3. Print the Applicant's date of birth.
4. Print the Applicant's place of birth.
5. Print the Applicant's age.
6. Print Applicant's home telephone number.
7. Print Applicant's business telephone number.
8. Print the Applicant's e-mail address.
9. Print the name of the organization sponsoring event.
10. Print the address of the premises.
11. Print the date(s) of the event.
12. Print what portion of the premises will be used.
13. Print the hours of the event.
14. Print the hours of sales and service of alcoholic beverages.
15. Check the appropriate box ("Yes" or "No") if you are eligible to work in the U.S. If yes, please bring in qualifying documents and provide the information requested in Section 16.
16. (a. – e.) Check the appropriate box ("U.S. Passport", "Naturalization Papers", "Work Permit", "Green Card", or "Visa") and, if appropriate, list the certificate number in Section 16.f. and the expiration date in Section 16.g.
17. (a. – c.) Check appropriate box ("Yes" or "No") for the following questions:
 - a. Have you ever received or applied for an alcoholic beverage license in D.C. or any state or territory?
 - b. Have you ever had an alcoholic beverage license suspended or revoked?

- c. Have you ever been convicted of a misdemeanor during the last five (5) years or a felony during the last ten (10) years? If yes, attach a copy of the court disposition(s).
18. If you answered "Yes" to any of the questions in Section 16, please submit a detailed explanation.
 19. Check the appropriate box ("Applicant" or "Designee") as to who will manage the event.
 20. Print the age group that will be attending the event.
 21. Please check the appropriate box ("Yes" or "No") whether or not your event is a Special Event. If it is a Special Event you must obtain the signature of the Special Event Coordinator at DCRA.
 22. Print the number of persons expected to attend.
 23. Please check the appropriate box as to how patrons will pay to participate: tickets, cash bar, at door and indicate price, or no cost.
 24. Print the number of security individuals that will be hired for the event. Please note that there should be one (1) security personnel per fifty (50) people in attendance.
 25. Print name of the security company to be used for the event.
 26. Describe the nature of the event and the type of entertainment that will be provided.
 27. Print the type of food you plan to serve.
 28. Please check the appropriate box ("Yes" or "No") whether the food will be catered. If yes, provide the caterer's name.
 29. Print the arrangements for parking, if any.
 30. Print the list of Washington, D.C. Retailer(s)/Wholesaler(s) from whom you plan to purchase alcoholic beverages.
 31. Certification/Affidavit: You must sign the certification, which states, "Certification: I being duly sworn, depose and say I am the individual who executed the foregoing application for an alcoholic beverage license, that this license authorizes me to sell, alcoholic beverages, in open containers, for consumption on the premises on a temporary basis. " Please have your signature notarized.
 32. Please answer the question: In what language do you need vital documents translated?

OTHER DOCUMENTS NEEDED:

Police Clearance:

All applicants must obtain a police clearance from the District of Columbia's Metropolitan Police Department, located at 300 Indiana Avenue, N.W., Washington, D.C. 20001. **In addition, you must submit a police clearance for the jurisdiction in which you currently reside.**

Court Disposition:

All persons with a misdemeanor conviction during the last five (5) years or a felony conviction during the last ten (10) years must submit a copy of the court disposition.

Clean Hands Certification:

Complete the attached Clean Hands Certification. ABRA staff will verify the status.

Occupancy:

Submit a letter from the true and actual owner or designated agent of the premises where the event is to be held. This applies to indoor and outdoor events. The letter must include the following:

- a) Authorization for the sale and/or consumption of alcoholic beverages;
- b) The time(s), date(s), and location of the event;
- c) The name of the authorized individual responsible for the event; and,
- d) The class of license being applied for.

Submit a copy of the **Certificate of Occupancy** from DCRA. Submit a copy of the **Public Hall License** from DCRA if one has been issued for the premises. All events at warehouses must have a public hall license.

Special Events:

Apply for a Special Event License from DCRA.

Diagram:

Submit a diagram indicating all alcoholic beverage dispensing site(s) and the physical boundaries around the service and consumption areas, e.g., fence, chicken wire, stanchions, etc.

Alcoholic beverages can only be dispensed in paper or plastic cups. **Glassware is not permitted.**

Please Note:

The address of the DCRA Business Service Center is 1100 4th Street, S.W., Washington, D.C. 20024.

The address of the District of Columbia's Office of Tax and Revenue is 1100 4th Street, S.W., Washington, D.C. 20024.

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
ALCOHOLIC BEVERAGE REGULATION ADMINISTRATION**



TEMPORARY LICENSE APPLICATION

OFFICIAL USE ONLY

License Number:		Date Accepted:			Accepted by:		
Fees Paid: \$	From:	To:	Issue Date:	From:	To:		
Ward/ANC:		Class F <input type="checkbox"/>			Class G <input type="checkbox"/>		
Date Approved by Board:	Initial: →						
/ /							
Date Denied by Board:	Initial: →						
/ /							

TO BE COMPLETED BY APPLICANT

1. Applicant's Name (Last, First, Middle Initial):		2. Applicant's Residential Address:				
3. Date of Birth:			4. Place of Birth:			5. Age:
6. Home Telephone Number:		7. Business Telephone Number:		8. E-mail Address:		
9. Organization Sponsoring Event:			10. Address of Premises:			
11. Date(s) of Event:			12. Portion of Premises to Be Used:			
13. Hours of Event:			14. Hours of Sales and Service of Alcoholic Beverages:			
15. Are you eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please <u>bring</u> in qualifying documents and provide the information below:						
16. a. <input type="checkbox"/> US Passport		d. <input type="checkbox"/> Green Card		f. Certificate Number:		g. Expiration Date:
b. <input type="checkbox"/> Naturalization Papers		e. <input type="checkbox"/> Visa				
c. <input type="checkbox"/> Work Permit						
17. Have you ever:						
a. Received or applied for an alcoholic beverage license in D.C. or any state or territory? <input type="checkbox"/> Yes <input type="checkbox"/> No						
b. Had an alcoholic beverage license suspended or revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No						
c. Been convicted of a misdemeanor during the last five (5) years or a felony during the last ten (10) years? (If yes, attach a copy of the court disposition(s).) <input type="checkbox"/> Yes <input type="checkbox"/> No						
18. If you have answered Yes to question 17 please submit a detailed explanation.						
19. Who will manage the event? <input type="checkbox"/> Applicant <input type="checkbox"/> Designee (If designee, an ABC Manager's License is required)						
20. What is the age group that will be attending the event?						
21. Is a Special Event (as defined in the Instructions) License needed? <input type="checkbox"/> Yes (If yes, please obtain an approval signature below for your special event from a DCRA Special Event Coordinator, located at 1100 4th Street, S.W., 2nd Floor Washington, D.C. 20024). <input type="checkbox"/> No						
Special Event Coordinator Signature: _____				Date: _____		
22. How many persons are you expecting to attend?						

GOVERNMENT OF THE DISTRICT OF COLUMBIA
ALCOHOLIC BEVERAGE REGULATION ADMINISTRATION



FOR OFFICIAL USE ONLY
OFFICE OF TAX & REVENUE (OTR)
_____ SIGNATURE
_____ DATE

CLEAN HANDS CERTIFICATION

ALL INDIVIDUALS THAT HAVE AN OWNERSHIP INTEREST MUST COMPLETE THIS FORM.

PLEASE READ CAREFULLY AND COMPLETELY BEFORE SIGNING. A FALSE STATEMENT ON THIS CERTIFICATION REQUIRES THAT THE ADMINISTRATION PROCEED IMMEDIATELY TO REVOKE THE LICENSE OR PERMIT FOR WHICH YOU ARE NOW APPLYING, AND FINE YOU ONE THOUSAND AND NO/100 DOLLARS (\$1,000.00). THIS CERTIFICATION IS REQUIRED BY THE CLEAN HANDS ACT OF 1996; EFFECTIVE MAY 11, 1996, (D.C. LAW 11-118, D.C. OFFICIAL CODE SEC. 47-2861 *et seq.*) BEFORE YOU ARE ELIGIBLE TO RECEIVE A LICENSE OR PERMIT.

I, _____, as _____,
(Name – Print or Type) (Applicant's Title)

residing at _____, with Social Security number _____,
(Home Address)

certify that as of this date _____, I do not owe more than One Hundred and No/100 Dollars (\$100.00) to the District of Columbia Government as a result of:

1. Fines, penalties or interest assessed pursuant to the Litter Control Administrative Act of 1985, effective March 25, 1986 (D.C. Law 6-100; D.C. Official Code Sec. 8-801 *et seq.*);
2. Fines, penalties or interest assessed pursuant to the Illegal Dumping Enforcement Act of 1994, effective May 20, 1994 (D.C. Law 10-117; D.C. Official Code Sec. 8-901 *et seq.*);
3. Fines, penalties or interest assessed pursuant to the District of Columbia Traffic Adjudication Act of 1978, effective September 12, 1978 (D.C. Law 2-104; D.C. Official Code § 50-2301.01 *et seq.*);
4. Fines, penalties or interest assessed pursuant to the Department of Consumer & Regulatory Affairs Civil Infraction Act of 1985, effective October 5, 1985 (D.C. Law 6-42; D.C. Official Code Sec. 2-1801.01 *et seq.*);
5. Fines, penalties or interest assessed pursuant to the District of Columbia Taxicab Commission Establishment Act of 1985, effective March 25, 1986 (D.C. Law 6-97; D.C. Official Code § 50-301 *et seq.*);
6. Fines, penalties or interest assessed pursuant to the Compulsory/No-Fault Motor Vehicle Insurance Act of 1982, effective September 18, 1982 (D.C. Law 4-155; D.C. Official Code § 31-2401 *et seq.*);
7. Past due taxes;
8. Fines assessed to car dealers pursuant to section 2(i) of the District of Columbia Revenue Act of 1937, approved August 17, 1937 (50 Stat. 680; D.C. Official Code § 50-1501.02(i));
9. Parking fines or penalties assessed by other jurisdictions, provided, that a reciprocity agreement is in effect between the jurisdiction and the District;
10. Past due District of Columbia Water and Sewer Authority Service charges or fees; or
11. Vehicle conveyance fees, as that term is defined in § 50- 2302.01(i).

I understand that if I knowingly falsify this Certification, the Administration will move to revoke the license or permit for which I am applying, and fine me One Thousand and No/100 Dollars (\$1,000.00). I further understand that the Administration may conduct an investigation to ascertain the veracity of this Certification. I understand that this Certification is required as documentation to accompany my application for a license or permit, and that by completing this Certification, I am not guaranteed that my license or permit will be approved.

Signature

Print Name/Title

ABC Application Number

ABC License Number

Alcoholic Beverage Regulation Administration
2000 14th St. NW, Suite 400S
Washington, D.C. 20009

To Whom It May Concern:

The purpose of this letter is to affirm that _____ [parish] _____ has authorized _____ [renting party] _____ to serve alcoholic beverages for consumption on our premises. This authorization applies only to an event to be held on the ____th day of _____, 20__, from ____ pm/am to ____ pm/am at the following address:

_____.

_____[name of pastor or designated administrator]____ will be responsible for overseeing the event on behalf of the parish/school. The class of license being applied for is:

- Class F (beer & wine)
- Class G (beer, wine, and spirits)

Please also see the attached Certificate of Occupancy for the premises at which the event is to take place.

Sincerely,

Pastor

Appendix B

LICENSING INFORMATION FOR MONTGOMERY COUNTY PARISHES

Parishes in Montgomery County must apply to the Montgomery County Department of Liquor Control for a “Class C One-Day Special License.” The application is available at:

<http://www6.montgomerycountymd.gov/content/dlc/liquor/LRE/pdffiles/appforclassc.pdf>

and is included as Form B1.

Applications must be submitted at least fourteen days before the event. Parishes must submit proof of non-profit status along with their application. Please see Form B2 for the appropriate documentation.

Further information on hosting liquor-licensed events in Montgomery County is available at:

<http://www6.montgomerycountymd.gov/lictmpl.asp?url=/content/dlc/liquor/LRE/License/ClassC.asp>.

Please note that all alcohol served at licensed events in Montgomery County must be purchased through the Department of Liquor Control. Parishioners and community groups or business are not allowed to donate alcohol, but are allowed to donate money with which the parish may purchase alcohol from the DLC.

*Montgomery County Department of Liquor Control
16650 Crabbs Branch Way, Room 203
Rockville, MD 20855*

www.montgomerycountymd.gov/dlc-apps

240-777-1989

STATE OF MARYLAND
(Montgomery County)
APPLICATION FOR A
CLASS C, SPECIAL ALCOHOLIC BEVERAGE LICENSE

**TO THE BOARD OF LICENSE COMMISSIONERS FOR MONTGOMERY COUNTY:
APPLICATION IS HEREBY MADE BY THE UNDERSIGNED, UNDER THE PROVISIONS OF
ARTICLE 2B OF THE ANNOTATED CODE OF MARYLAND, AS AMENDED, FOR A CLASS C,
SPECIAL EVENT LICENSE.**

All applications can be mailed in or submitted in person to:

Department of Liquor Control, Licensing Office, 16650 Crabbs Branch Way, Room 203, Rockville, MD 20855

Applications must be submitted at least 14 days prior to event

PLEASE PRINT OR TYPE

TYPE OF LICENSE REQUESTED: Beer/Wine (\$30 per day) Beer/Wine/Liquor (\$60 per day)

NAME OF NON PROFIT SPONSORING ORGANIZATION: _____

NON PROFIT CONTACT NAME: _____ PHONE: _____

NON PROFIT WEBSITE: _____

NAME OF APPLICANT: _____

APPLICANT ADDRESS: _____

APPLICANT'S PHONE: _____ CELL: _____ OTHER: _____

APPLICANT'S EMAIL ADDRESS: _____

** The applicant must submit a form of identification with a Class C Application*

EVENT NAME: _____

EVENT LOCATION (Name of facility and complete address): _____

TYPE OF EVENT: DANCE FUNDRAISER OTHER: _____

DATE(S) OF EVENT: _____ RAIN DATE(S): _____

HOURS OF EVENT: _____ HOURS OF ALCOHOL SERVICE: _____

**Alcohol service must end by 1 A.M.*

ESTIMATED # OF ATTENDEES: _____ INDOOR OUTDOOR

WILL THERE BE ENTERTAINMENT: YES NO

IF YES: TYPE OF ENTERTAINMENT: _____

ENTERTAINMENT WEBSITE OR FACEBOOK PAGE: _____

HOURS OF ENTERTAINMENT: _____

TYPE OF ADVERTISING: RADIO FLYER INTERNET

OTHER: _____

(A copy of invitation, flyer, any promotion associated with this event, must be submitted with this application)

WILL THE APPLICANT USE SERVICES OF A PROMOTER OR OTHER PERSON TO MANAGE THE
EVENT? YES NO

IF YES, NAME: _____ PHONE: _____

EMAIL: _____ WEBSITE: _____

FACEBOOK PAGE: _____

WILL THERE BE HIRED SECURITY? YES NO

A Security Plan is required for all outdoor events and any indoor event having 300 people or more daily. See our website www.montgomerycountymd.gov/dlc under the Licensure, Regulation and Education tab for sample security plans.

IF YES, SECURITY COMPANY NAME: _____

CONTACT: _____ PHONE: _____

NUMBER OF SECURITY PERSONNEL PROVIDED AT THIS EVENT: _____

FOOD MENU: _____

ALCOHOL PLAN: *All events must submit an alcohol plan. (This can be included in your Security Plan). This plan should include how you will be serving/selling alcohol (bartender, sectioned off beer garden, etc.), who will be checking ID's, how drinks will be sold (tickets, cash bar, etc), if under 21 persons are allowed to attend event, how will they be differentiated between those who are 21 years old and over. IF NEEDED, PLEASE ATTACH A SEPARATE SHEET*

PROPERTY OWNER NAME: _____

I hereby certify that I am the property owner, or designated agent, and that the above named organization is empowered to hold a function on said premises on the date(s) specified.

Signature of Property Owner

Printed Name of Property Owner

Date

Signature of Applicant (Notarized)

Printed Name of Applicant

STATE OF MARYLAND, COUNTY OF MONTGOMERY, to wit:

This certifies that on _____ day of _____, _____, before the subscriber, a Notary Public, personally appeared the applicant named in the foregoing application and made oath in due form of law that the information contained on this application is true to the best of his/her knowledge and belief, and that the applicant assumes responsibility that the laws governing the sale of alcoholic beverages will be strictly enforced, and that no one who is intoxicated or under the age of 21 will be served any alcoholic beverages.

Notary Public

His Excellency, the Most Reverend Patrick A. O'Boyle, Archbishop of Washington, was by the following act of Congress constituted a Corporation Sole.

[PRIVATE LAW 319—80TH CONGRESS]

[CHAPTER 355—2D SESSION]

[H. R. 6203]

AN ACT

To incorporate the Roman Catholic Archbishop of Washington a corporation sole.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That Patrick A. O'Boyle, Roman Catholic Archbishop of Washington, and his successors in office, in accordance with the discipline and government of the Roman Catholic Church, hereby is created and declared to be a corporation sole.

SEC. 2. The corporation—

A. shall have perpetual succession;

B. may contract in the same manner and to the same extent as a natural person and may sue and be sued;

C. may have and use a corporate seal and may alter and change the same at pleasure;

D. may acquire real and personal property by purchase, devise, bequest, gift, or otherwise, and hold, own, use, lease, assign, convey, or otherwise dispose of the same in like manner and to the same extent as a natural person;

E. may borrow money issue notes or other negotiable paper, and secure the money borrowed by mortgage or by deed of trust on said real or personal property or any part thereof;

F. and may perform such other acts in the furtherance of the objects and purposes of the corporation that are not inconsistent with the Constitution of the United States or the laws in force in the District of Columbia.

SEC. 3. The objects and purposes of the corporation shall be religious, charitable, and educational.

SEC. 4. In the event that a vacancy should occur in said archbishopric and an administrator shall be elected or appointed in accordance with the discipline and government of the Roman Catholic Church, such administrator shall, until the installation of a successor archbishop, be authorized to do and perform all acts which the corporation is authorized to do and perform. The election or appointment of such administrator shall be evidenced by a certificate signed by the Chancellor of the Archdiocese of Washington, duly acknowledged and filed with the Recorder of Deeds of the District of Columbia.

SEC. 5. Nothing contained in this Act shall be construed as changing any law relating to taxation or exemption from taxation of any real or personal property.

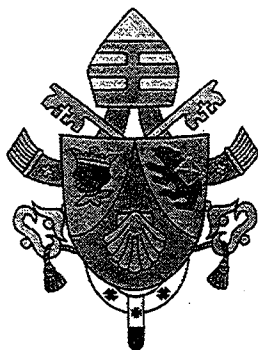
SEC. 6. The right to alter, amend, or repeal this Act is hereby expressly reserved.

Approved May 29, 1948.

CALIFORNIA • MICHIGAN • MINNESOTA • MISSISSIPPI • MISSOURI • WEST VIRGINIA • NEW YORK • NEVADA
NORTH DAKOTA • PENNSYLVANIA • SOUTH CAROLINA • SOUTH DAKOTA • MARYLAND • ARKANSAS
ALABAMA • COLORADO • ARIZONA • MAINE • TEXAS • UTAH • ALASKA
IOWA • LOUISIANA • WISCONSIN • TENNESSEE • IDAHO
NEW HAMPSHIRE • NEW JERSEY • NEW MEXICO • CONNECTICUT • FLORIDA • MASSACHUSETTS
GEORGIA • DELAWARE • ILLINOIS • KANSAS • NORTH CAROLINA • OREGON • NEBRASKA • KENTUCKY
HAWAII • WASHINGTON • VIRGINIA • VERMONT • WYOMING • OHIO

1817

2011



The Official Catholic Directory

Anno
Domini

2011

Published Annually by
P. J. Kennedy & Sons

Archdiocese of Washington

(Archidioecesis Washingtonensis)

His Eminence

DONALD CARDINAL WUERL, S.T.D.

Archbishop of Washington; ordained December 17, 1966; appointed Titular Bishop of Rosemarkie and Auxiliary Bishop of Seattle December 3, 1985; consecrated January 6, 1986; appointed and canonically installed Bishop of Pittsburgh February 12, 1988; liturgically installed March 25, 1988; appointed Archbishop of Washington May 16, 2006; installed June 22, 2006; created Cardinal priest of Saint in Chains November 20, 2010. *Office: Archdiocesan Pastoral Center, 5001 Eastern Ave., Hyattsville, MD 20782-3447. Tel: 301-853-4500; Fax: 301-853-5359. Mailing Address: P.O. Box 29260, Washington, DC 20017-0260.*



Archdiocesan Pastoral Center: 5001 Eastern Ave., P.O. Box 29260, Washington, DC 20017. Tel: 301-853-4500; Fax: 301-853-5346.

Email: chancery@adw.org

His Eminence

THEODORE CARDINAL MCCARRICK, Ph.D., D.D.

Retired Archbishop of Washington; ordained May 31, 1958; appointed Auxiliary Bishop of New York and Titular Bishop of Rusibisir May 24, 1977; Episcopal ordination June 29, 1977; appointed First Bishop of Metuchen November 19, 1981; installed January 31, 1982; appointed Archbishop of Newark May 30, 1986; installed July 25, 1986; appointed Archbishop of Washington November 21, 2000; installed January 3, 2001; created Cardinal priest of Saints Nereus and Achilleus February 21, 2001; retired May 16, 2006. *Mailing Address: P.O. Box 29260, Washington, DC 20017-0260.*

Most Reverend

LEONARD J. OLIVIER, S.V.D., D.D.

Retired Auxiliary Bishop of Washington; ordained June 29, 1951; appointed Auxiliary Bishop of Washington and Titular Bishop of Legia November 10, 1988; Episcopal ordination December 20, 1988; retired May 18, 2004. *Res.: 619 Tenth St., N.W., Washington, DC 20001-4587.*

Most Reverend

FRANCISCO GONZALEZ, S.F., D.D., V.G.

Auxiliary Bishop of Washington; ordained May 1, 1964; appointed Auxiliary Bishop of Washington and Titular Bishop of Lamfua December 28, 2001; Episcopal ordination February 11, 2002. *Office: 5001 Eastern Ave., Hyattsville, MD 20782-3447. Mailing Address: P.O. Box 29260, Washington, DC 20017.*

Most Reverend

MARTIN D. HOLLEY, D.D., V.G.

Auxiliary Bishop of Washington; ordained priest May 8, 1987; appointed Auxiliary Bishop of Washington and Titular Bishop of Rusibisir May 18, 2004; Episcopal ordination July 2, 2004. *Office: 5001 Eastern Ave., Hyattsville, MD 20782-3447. Mailing Address: P.O. Box 29260, Washington, DC 20017.*

Most Reverend

BARRY C. KNESLUT, D.D., V.G.

Auxiliary Bishop of Washington; ordained June 24, 1989; appointed Auxiliary Bishop of Washington and Titular Bishop of Leavenworth November 18, 2008; Episcopal ordination December 29, 2008. *Office: 5001 Eastern Ave., Hyattsville, MD 20782. Mailing Address: P.O. Box 29260, Washington, DC 20017.*

Square Miles 2,104.

Established Archdiocese July 22, 1939; Separated from Baltimore November 15, 1947; Became a Metropolitan See October 12, 1965.

Comprises the District of Columbia and Montgomery, Prince George's, St. Mary's, Calvert and Charles Counties in Maryland.

The Province of Washington has as a Suffragan, the Diocese of St. Thomas in the Virgin Islands.

For legal titles of parishes and archdiocesan institutions, consult the Chancery Office.

STATISTICAL OVERVIEW

Personnel	
Cardinals	1
Retired Cardinals	2
Auxiliary Bishops	3
Retired Bishops	1
Abbots	1
Retired Abbots	1
Priests: Diocesan Active in Diocese	193
Priests: Diocesan Active Outside Diocese	16
Priests: Diocesan in Foreign Missions	4
Priests: Retired, Sick or Absent	76
Number of Diocesan Priests	289
Religious Priests in Diocese	378
Total Priests in Diocese	667
Extern Priests in Diocese	123
Ordinations:	
Diocesan Priests	8
Religious Priests	10
Transitional Deacons	4
Permanent Deacons	20
Permanent Deacons in Diocese	198
Total Brothers	100
Total Sisters	581
Parishes	
Parishes	140
With Resident Pastor:	
Resident Diocesan Priests	119
Resident Religious Priests	16
Without Resident Pastor:	
Administered by Priests	5
Missions	9
Professional Ministry Personnel:	

Brothers	1
Sisters	27
Welfare	
Catholic Hospitals	3
Total Assisted	582,150
Health Care Centers	5
Total Assisted	88,260
Homes for the Aged	24
Total Assisted	2,065
Residential Care of Children	1
Total Assisted	260
Day Care Centers	6
Total Assisted	376
Specialized Homes	22
Total Assisted	14,400
Special Centers for Social Services	27
Total Assisted	180,500
Residential Care of Disabled	21
Total Assisted	320
Educational	
Seminaries, Diocesan	2
Students from This Diocese	36
Students from Other Diocese	81
Diocesan Students in Other Seminaries	31
Seminaries, Religious	11
Students Religious	129
Total Seminarians	196
Colleges and Universities	3
Total Students	12,915
High Schools, Diocesan and Parish	2
Total Students	740

High Schools, Private	18
Total Students	10,163
Elementary Schools, Diocesan and Parish	65
Total Students	15,850
Elementary Schools, Private	12
Total Students	1,833
Catechesis/Religious Education:	
High School Students	2,126
Elementary Students	23,306
Total Students under Catholic Instruction	67,129
Teachers in the Diocese:	
Priests	18
Brothers	9
Sisters	46
Lay Teachers	2,368
Vital Statistics	
Receptions into the Church:	
Infant Baptism Totals	4,147
Minor Baptism Totals	1,676
Adult Baptism Totals	811
Received into Full Communion	548
First Communions	5,470
Confirmations	4,063
Marriages:	
Catholic	920
Interfaith	484
Total Marriages	1,404
Deaths	2,541
Total Catholic Population	602,856
Total Population	2,740,254

Former Archbishops—Most Rev. MICHAEL J. CURLEY, cons. Bishop of St. Augustine, June 30, 1914; promoted to the See of Baltimore, Aug. 10, 1921; named Archbishop of Baltimore and Washington, July 22, 1939; died May 16, 1947; His Eminence PATRICK CARDINAL O'BOYLE, cons. Jan. 14, 1948; created Cardinal June 26, 1967; retired March 3, 1973; died Aug. 10, 1987; WILLIAM CARDINAL BAUM, S.T.D., installed May 8, 1973; appt. Prefect, Congregation for Catholic Education in the Vatican, Jan. 15, 1980; Major Penitentiary appt. April 6, 1990; JAMES CARDINAL HICKEY, S.T.D., J.C.D.; ord. Auxiliary Bishop of Saginaw April 14, 1967; appt. Bishop of Cleveland June 5, 1974; appt. Archbishop of Washington June 17, 1980;

installed Aug. 5, 1980; created Cardinal June 28, 1988; retired Nov. 21, 2000; died Oct. 24, 2004; THEODORE CARDINAL MCCARRICK, Ph.D., D.D., ord. May 31, 1958; appt. Auxiliary Bishop of New York and Titular Bishop of Rusibisir May 24, 1977; Episcopal ord. June 29, 1977; appt. First Bishop of Metuchen Nov. 19, 1981; installed Jan. 31, 1982; appt. Archbishop of Newark May 30, 1986; installed July 25, 1986; appt. Archbishop of Washington Nov. 21, 2000; installed Jan. 3, 2001; created Cardinal priest of Saints Nereus and Achilleus Feb. 21, 2001; retired May 16, 2006.

Unless otherwise indicated, all Archdiocesan Offices, including the Chancery and the Tribunal, are located in the Archdiocesan Pastoral Center, 5001

Eastern Ave., Hyattsville, MD 20782. Mailing Address: P.O. Box 29260, Washington, 20017. Tel: 301-853-4500; Fax: 301-853-5346; Office Hours: Mon.-Fri. 8:30-5.

Vicars General—Most Revs. FRANCISCO GONZALEZ, S.F., D.D., V.G.; MARTIN D. HOLLEY, D.D., V.G.; BARRY C. KNESLUT, D.D., V.G.

Moderator of the Curia—Most Rev. BARRY C. KNESLUT, D.D., V.G.

Chancellor—JANE BELFORD, Esq. Tel: 301-853-4520; Fax: 301-853-7676.

Vice Chancellor—Rev. GEORGE E. STUART, J.C.D. Tel: 301-853-5327.

Appendix C

LICENSING INFORMATION FOR PRINCE GEORGE'S COUNTY PARISHES

Parishes in Prince George's County must apply to the Alcohol Beverage Board for a "Class C One-Day License." The application is available at:

<http://www.princegeorgescountymd.gov/Government/BoardsCommissions/pdfs/OneDayApplication.pdf>

and is included as Form C1.

Applications must be submitted at least ten days before the event. The application must include an affidavit made on behalf of the organization. The affidavit is available at:

<http://www.princegeorgescountymd.gov/Government/BoardsCommissions/pdfs/one-day-affidavit-July-2009.pdf>

and is included as Form C2.

The application must also provide documentation establishing the organization's non-profit status. Documentation of parishes' non-profit status is included as Form B2.

More information about applying for Class C One-Day License in Prince George's County is available at:

http://www.princegeorgescountymd.gov/bol/one_day.asp

*Prince George's County
Board of License Commissioners
5012 Rhode Island Avenue
Hyattsville, MD 20781
<http://www.princegeorgescountymd.gov/bol/>*

*General Information: 301-699-2770
Fax: 301-985-3548*

*Diane M. Bryant
Administrative Assistant
(301) 699-2772
dmbryant@co.pg.md.us*

STATE OF MARYLAND SPECIAL LICENSE
APPLICATION FOR CLASS C ONE DAY LICENSE
APPLICATION DUE: TEN (10) DAYS PRIOR TO THE DATE OF SCHEDULED EVENT
BOARD OF LICENSE COMMISSIONERS OFFICE
5012 RHODE ISLAND AVENUE, ROOM 204, HYATTSVILLE, MARYLAND 20781

In order to file an application the following items must be submitted:

- Constitution and by-laws indicating that the organization is non-profit (Exempt Status 501(c)(3))
- Federal Tax ID Certification with the Number (Exemption from federal income tax as provided for in 501(c)(3))
- Completed application; application must be completed by a Prince George's County Resident.
- Completed affidavit; affidavit must be completed by a Prince George's County Resident.
- Appropriate fee (Fees are to be paid by certified check, cashier's check or money order made payable to Prince George's County. No cash will be accepted)

TYPE OF LICENSE REQUESTED:

() **Beer and Light Wine** - \$75.00 per day

() **Beer, Wine and Liquor** - \$200.00 per day

DATE AND TIME OF EVENT:

Date(s): _____ **Time:** _____

NAME AND ADDRESS OF ORGANIZATION: _____

ADDRESS OF EVENT: _____

NAME AND ADDRESS OF APPLICANT: _____

DESCRIBE THE EVENT: _____

EXPECTED ATTENDANCE: _____

1. Has a Band been contracted to perform at this function? Yes () No (); If yes, furnish specific details _____
2. Indicate manner in which alcoholic beverages are being sold: CASH BAR () ADMISSION CHARGE () TICKET SALES ()
3. Requirement for any function not held on Organization property - prior written permission from the location officials where alcoholic beverages are to be sold must be presented with this application, for example - letter from MNCPPC, Fire Department, Church, State or County property.

Signature of Applicant (Agent)

STATE OF MARYLAND, COUNTY OF _____; SS

This certifies that on this _____ day of _____ before me the subscriber, a Notary Public of the State of Maryland, aforesaid, personally appeared _____, who made oath in due form of law that he/she is the duly authorized agent for the aforesaid non-profit organization, social club, society or association.

Notary Public

My Commission expires _____

OFFICIAL USE ONLY

HOW LICENSE ISSUED: Picked up, Date _____ License # _____

Mailed, Date _____ Approved by _____

Notifications: Police Department _____ Fire Department _____ DER _____ Municipality _____

**BOARD OF LICENSE COMMISSIONERS
FOR PRINCE GEORGE'S COUNTY
MARYLAND**

ONE DAY LICENSE AFFIDAVIT

In applying for this special temporary license it is important that you realize the responsibility associated with the issuance of the license. All persons or groups using this license as authorized under Section 7-101 of Article 2B of the Annotated Code of Maryland are required to assure compliance with all the laws and rules relating to the sale of alcoholic beverages. Special notice should be taken to the following:

1. All persons must be 21 years of age to purchase alcoholic beverages.
1. All sales must stop promptly at 2:00 a.m.
1. No intoxicated person may be served any alcoholic beverage.
1. No unnecessary noise or disturbance that could be a nuisance to the community shall occur.
1. The person responsible for the function must see that order and decorum are kept at all times.
1. A Prince George's County resident must complete application.
1. License must be returned to the Board's office within 72 hours of date of use.
1. If in the Boards discretion the event is a threat to the health, peace and safety of the neighborhood, the license will be denied.
1. If in the Boards discretion the organization abuses the privilege of the license or has requested an inordinate number, the license will be denied.

Failure to comply with the laws of the State of Maryland and Prince George's County Rules and Regulations may make the responsible person subject to a fine.

The issuance of this license is for the use of your organization and for the pleasure of the citizens of this County. The Board hopes that your function will be successful and pleasant.

FRANKLIN D. JACKSON
CHAIRMAN, Prince George's County
Board of License Commissioners

Name of Applicant

Address

Work Telephone:

Home Telephone:

Place and Address of Employment

By affixing your signature to this application you certify that you understand and accept the responsibility of this application.

Board of License Commissioners

Room 204

Hyattsville, Maryland 20781

5012 Rhode Island Avenue

Signature of Applicant

Appendix D

LICENSING INFORMATION FOR ST. MARY'S COUNTY PARISHES

Parishes in St. Mary's County must apply to the Alcohol Beverage Board for a "Class C Special/Temporary License." The application is included as Form D1.

Applications must be submitted at least five days before the event. The applicant must also provide documentation establishing the organization's non-profit status. Documentation of parishes' non-profit status is included as Form B2.

The person making the application on behalf of the parish must a) have been a resident of St. Mary's County for at least two years and b) be alcohol awareness certified. Information on alcohol awareness certification is available at:

<http://www.co.saint-marys.md.us/docs/ALCOHOL%20AWARENESS%20TRAINING.pdf>

*The Alcohol Beverage Board of St. Mary's County
P.O. Box 653
41650 Tudor Hall Road
Leonardtown, MD 20650*

<http://www.co.saint-marys.md.us/alcohol/BeverageBoard.asp>

*Tamara Hildebrand
Alcohol Board Administrator
301-475-7844 ext. 1600
Fax: 301-475-3364
Tamara.Hildebrand@stmarysmd.com*

NEW
ORGANIZATION APPLICATION

**THE APPLICANT FOR THE ORGANIZATION MUST BE A TWO (2) YEAR
RESIDENT OF ST. MARY'S COUNTY.**

ORGANIZATION: _____

ORGANIZATION ADDRESS: _____

MAILING ADDRESS: _____

CONTACT PERSON: _____ **PHONE#** _____

TAX EXEMPT # _____ **TAX EXEMPTION EXPIRES:** _____

**IF YOUR ORGANIZATION IS INCORPORATED, PLEASE PROVIDE A COPY
OF YOUR ARTICLES OF INCORPORATION, BYLAWS, AND A
CERTIFICATE OF GOOD STANDING FROM THE DEPT. OF ASSESSMENTS
& TAXATION**

ALCOHOL AWARENESS PERSON/S:

NAME: _____ **OFFICE HELD:** _____ **CERTIFIED DATE:** _____

APPLICANT: _____

ADDRESS: _____

PHONE # _____ **OFFICE HELD:** _____

OFFICER: _____

ADDRESS: _____

PHONE # _____ **OFFICE HELD:** _____

OFFICER: _____

ADDRESS: _____

PHONE # _____ **OFFICE HELD:** _____

OFFICER: _____

ADDRESS: _____

PHONE # _____ **OFFICE HELD:** _____

Appendix E

LICENSING INFORMATION FOR CALVERT COUNTY PARISHES

Parishes in Calvert County must apply to the Board of License Commissioners for a “Special and Temporary License.” The application must be made in writing on parish letterhead and must contain the following information:

- 1) The name and address of the organization or corporation.
- 2) The date or dates for which the license is requested.
- 3) A description of the premises, including address and sketch, where the distribution of alcoholic beverages will take place.
- 4) The nature of the function held by the applicant.
- 5) A statement declaring the intended use or distribution of the proceeds from the sale of alcoholic beverages.

Applications must be submitted at least seven days before the event. The application should describe the parish as a religious, educational, and charitable organization.

Note that Calvert County will only grant six Special and Temporary Licenses to a parish per year and will not grant more than one license to a parish in any thirty-day period.

Calvert County Board of License Commissioners

LiquorBoard@co.cal.md.us

Linda Tayman

410-535-1780

Appendix F

LICENSING INFORMATION FOR CHARLES COUNTY PARISHES

Parishes in Charles County must contact the Board of License Commissioners for information on how to apply for a liquor license.

BOARD OF LICENSE COMMISSIONERS

Lisa A. Bailey, Clerk

P. O. Box 2150

County Government Building

200 Baltimore St., La Plata, MD 20646-2150

(301) 396-8865, (301) 645-0555, (301) 870-2260

baileyl@charlescounty.org

Appendix G

BARTENDING CERTIFICATION COURSES

State-approved bartending certification courses can be taken online for as little as \$20 and completed in four hours. Below are several of the many options available.

Professional Service Certification Corp.

Phone: (800) 432-4192

Fax: (605) 427-2647

For Maryland parishes:

<http://www.servercertificationcorp.com/state.php?statecode=%27MD%27>

For District parishes:

<http://www.servercertificationcorp.com/state.php?statecode=%27DC%27>

Techniques of Alcohol Management
c/o The National Hospitality Institute
920 N. Fairview Avenue
Lansing, MI 48912

Phone: (800) 292-2896 ext 105

<http://www.tamusa.org/Home/tabid/37/Default.aspx>

Health Communications, Inc. (TIPS)

1400 Key Blvd., Ste 700

Arlington, VA 22209

Phone: 800-GET-TIPS or 800-438-8477

<http://www.gettips.com>

State Certification Alcohol Awareness Courses

8612 Sweet Autumn Drive

Baltimore, Maryland 21244

Contact Person: John Murray

jmurrayaa@aol.com

Phone: 410-598-3777

410-597-8055 FAX