

2009-2010 ALCOHOLIC BEVERAGE LICENSE RENEWAL INSTRUCTIONS

Enclosed in this packet you will find a renewal application form for your Alcoholic Beverage license. Your license expires on April 30, 2009. Please read these instructions carefully to avoid monetary fines and possible interruption of your business.

The renewal application fee is \$100 which must be paid at the time you submit this application. We accept cash, checks, or credit cards (MasterCard, VISA, Discover, American Express) from the cardholder only. Checks should be made payable to *Montgomery County, Maryland*.

Renewal applications must be filed with the Board of License Commissioners no later than March 31, 2009. Our office is open Monday through Friday, from 8:00 am to 4:30 pm at 16650 Crabbs Branch Way (Second Floor – Room 203), Rockville, Maryland 20855. You are encouraged to bring the application in person. If you must mail it, make sure it is postmarked no later than March 31, 2009.

Any applications received after March 31, 2009, will be charged a \$50 late fee for each day the application is late. Please file your application early to avoid these late fees! **NO RENEWAL APPLICATIONS WILL BE ACCEPTED AFTER APRIL 6, 2009 !!!**

The Board of License Commissioners will meet on April 9, 2009, to approve all renewal applications. You do not need to be present at that meeting. Soon after that meeting, you will receive a letter from the Board with instructions as to when you may pick up your license and what the annual fee will be. All renewal licenses must be picked up by April 30, 2009, and displayed at your facility on May 1, 2009.

→ Any changes on your license (names of licensees, address changes, etc.) must be brought to our attention and may require additional supporting documentation. Call our office at (240) 777-1999 if you have any questions.

2009 – 2010 RENEWAL APPLICATION DEADLINES:

- **Tuesday, March 31, 2009 = last day to submit renewal application without incurring late fees**
- **Monday, April 6, 2009 = last day to submit renewal application and pay late fees**
- **Thursday, April 30, 2009 = last day to pick up and pay for your 2009-2010 license**
- **Friday, May 1, 2009 = 2009 – 2010 license must be posted at your facility when you open for business**

ALCOHOLIC BEVERAGE LICENSE RENEWAL CHECKLIST

Please use this check list to make sure your application is complete. Call the office at (240) 777-1999 if you have any questions.

Check when completed	ITEM
	Have you answered all questions on pages 1, 2, & 3? If a question on page 2 does not apply to your business, mark it N/A for "not applicable".
	Have you read and answered question 14 at the top of page 3?
	If this is a corporate application, has the president or vice-president of the corporation signed the application twice in front of a notary public on page 3?
	Have you completed either page 4 or 5 regarding your lease? You do not need to complete both of them; please read the instructions!
	If you have a corporation or a limited liability company (LLC), have you completed either page 6 or 7?
	If you have a Class B or B-K license, have you completed page 8 regarding ratios?
	Have you completed page 9, the State tax affidavit?
	Pages 3, 4, 8 & 9 require that signatures be notarized. Are all signatures complete and properly notarized? The notary must witness the person signing the document.
	Have you attached/enclosed the renewal application fee of \$100? Is your check made out correctly? MasterCard, VISA, Discover, & American Express cards will be accepted in person from the cardholder only.
	Have you attached/enclosed fingerprint cards & 2x2 photo for the manager of your facility if that person has not previously submitted these items? If so, you must enclose an additional \$63.25 for fingerprint processing.
	Are you up-to-date with all Maryland state retail sales, withholding and amusement taxes? If you are not or are not sure, contact the Maryland State Comptroller - Compliance Division at 1-410-767-1630. Your renewal license cannot be issued unless all outstanding taxes are paid.
	Have all outstanding fines due to the Board of License Commissioners been paid? Your renewal license cannot be issued unless all outstanding fines are paid.
	If you have any changes to be made on your license (names of licensees, address changes, etc.), have you called the Board office to find out what additional documentation you need to provide? Have you provided what is required?

STATE OF MARYLAND
(MONTGOMERY COUNTY)

PLEASE PRINT !

APPLICATION FOR RENEWAL OF ALCOHOLIC BEVERAGE LICENSE

NOTE: This application must be filed between 2/1/09 and 3/31/09 with the Office of the Board of License Commissioners for Montgomery County, 16650 Crabbs Branch Way, Rockville, Maryland. Licensees filing late applications during the month of April may be fined an amount not to exceed \$50 for each day the application is late. **NO RENEWAL APPLICATIONS WILL BE ACCEPTED AFTER APRIL 6, 2009 !!!**

For the Use of: (Circle One) Individual Partnership Corporation Ltd. Liability Co. (LLC)

- (1) Name of Licensed Premises _____ (Business Telephone #) _____
- (2) Address of Licensed Premises: _____
- (3) Current License #: _____ (4) Facility website (if any) _____
- (5) Hours of operation: _____

TO THE BOARD OF LICENSE COMMISSIONERS FOR MONTGOMERY COUNTY:

Each of the applicants listed below applies for renewal of the license now held, and submits the following required information in support of renewal:

(6) Applicant(s): Each applicant must provide name, home address, and home or cell phone number:

- a. _____
(Name) (Home Address/Zip Code)
_____ (Home Telephone #)
(email address)
- b. _____
(Name) (Home Address/Zip Code)
_____ (Home Telephone #)
(email address)
- c. _____
(Name) (Home Address/Zip Code)
_____ (Home Telephone #)
(email address)

(7) Are you applying for catering privileges (available only to BBWL licensees): ____ YES ____ NO

(8) Are you requesting continued approval for an outdoor café previously approved by the Board of License Commissioners? (check one): ____ YES ____ NO

NOTE: APPROVAL FOR A NEW OUTDOOR CAFÉ MUST BE DONE SEPARATELY BY APPLICATION TO THE BOARD.

(9) Who is currently in active charge of the business? (list applicant(s) or general manager):

(10) Who will be in active charge of the business from May 1, 2009 to April 30, 2010?

NOTE: FINGERPRINT CARDS & PHOTO MUST BE SUBMITTED FOR ANY MANAGER WHO HAS NOT PREVIOUSLY SUBMITTED THEM.

(11) Name of Corporation (IF APPLICABLE): _____

Address of corporation: _____

(a) Stockholders:

Name/Address _____ Shares Owned: _____

Name/Address _____ Shares Owned: _____

Name/Address _____ Shares Owned: _____

Name/Address _____ Shares Owned: _____

(12) Name of Ltd. Liability Co. (IF APPLICABLE): _____

Address of LLC: _____

(a) Percentage ownership interest of entire LLC:

Name/Address _____ Percentage: _____

Name/Address _____ Percentage: _____

Name/Address _____ Percentage: _____

Name/Address _____ Percentage: _____

(13) Name of Partnership (IF APPLICABLE): _____

Address of Partnership: _____

(a) Percentage ownership interest of all general partners:

Name/Address _____ Percentage: _____

Name/Address _____ Percentage: _____

Name/Address _____ Percentage: _____

Name/Address _____ Percentage: _____

(14) Are there any changes to the facts and information set forth in the application upon which the present license was issued? (such as **address change(s), applicant name(s) change, criminal convictions, change in percentage of ownership, change in corporate officers, floor plan/layout, etc.**)

YES () No () If YES, EXPLAIN on a separate sheet of paper.

ALL APPLICANTS MUST SIGN IN FRONT OF A NOTARY UNDER SECTIONS a, b, or c BELOW
The (a), (b), or (c) signature lines must correspond to the person(s) listed on Item (4), first page.

(a) _____
(Signature of Applicant)

(b) _____
(Signature of Applicant)

(c) _____
(Signature of Applicant)

(d) _____
*(Signature of President or Vice-President)

NOTE: *IF FILED AS A CORPORATE APPLICATION, THE PRESIDENT OR VICE PRESIDENT MUST ALSO SIGN ON LINE (d) ABOVE, IN ADDITION TO SIGNING AS AN APPLICANT ON LINE (a), (b), OR (c). THE SIGNATURE ON LINE (d) MUST ALSO BE NOTARIZED BELOW.

State of _____

County of _____

I hereby certify, that on this _____ day of _____, in the year _____ before the subscriber, a notary public of the state of _____, personally appeared: (a) _____, (b) _____, (c) _____, and (d) _____ the above named in this renewal application, who made oath in due form of law that the matters and facts contained in said application are true and correct.

Witness my hand and official seal:

Signature of Notary Public

SEAL

Printed Name of Notary Public

My commission Expires: _____

STATEMENT OF LICENSEE RE: LEASE

COMPLETE IF YOUR CURRENT LEASE RUNS THROUGH OR BEYOND 4/30/2010:

If this statement is not completed, the attached Statement of Owner of Premises (page 5) must be completed.

Date: _____

I/We hereby certify that I/We have a lease with _____
(PROPERTY OWNER)
expiring _____ for the property named in the foregoing renewal application for
(date)
Alcoholic Beverage License made by _____ to the Board
(APPLICANT)

of License Commissioners and that I/We hereby authorize the State Comptroller, his duly authorized deputies, inspectors, and clerks; the Board of License Commissioners for Montgomery County, its duly authorized agents and employees, and any peace officers of said County to inspect and search, without warrant, the premises upon which the business is to be conducted, and any and all parts of the building in which said business is to be conducted, at any and all hours.

(Signature of Applicant)

State of _____

County of _____

I hereby certify that on this _____ day of _____, in the year _____ before the subscriber, a notary public of the state of _____ personally appeared: _____, the above named in this lease statement, who made oath in due form of law that the matters and facts contained in said statement are true and correct.

Witness my hand and official seal:

Signature of Notary Public

SEAL

Printed Name of Notary Public

My Commission Expires: _____

STATEMENT OF OWNER OF PREMISES

**COMPLETE ONLY IF YOUR LEASE EXPIRES BEFORE APRIL 30, 2010,
OR IF YOU OWN THE PROPERTY:**

If this statement is not completed, the attached Statement of Licensee (page 4) must be completed.

Required in connection with Alcoholic Beverage Laws of Maryland:

I/WE HEREBY CERTIFY that I/WE are the owner(s) of the property known as

_____ located at _____
(facility name) (address)

_____ named in the foregoing renewal application

made by _____ to the Board of License
(applicant)
Commissioners.

Under the Alcoholic Beverage Laws of Maryland: That I/We assent to the granting of the license applied for, that I/We hereby authorize the State Comptroller, his duly authorized deputies, inspectors and clerks, the Board of License Commissioners for Montgomery County, its duly authorized agents and employees, and any peace officers of said county to inspect and search, without warrant, the premises upon which the business is to be conducted, at any and all hours.

Witness: _____ (Property Owner) _____
(Address) _____

Date: _____

Extract from Section 16-501 of Article 2B of the Annotated Code of Maryland: ***“If any signed statement, affidavit or oath required under the provisions of this Act shall contain any false statement, the offender shall be deemed guilty of perjury, and upon indictment and conviction thereof, shall be subject to the penalties provided by law for that crime.”***

ELECTION OF OFFICERS FORM
CORPORATE MINUTES

I, _____ hereby certify that the following
(Name of Applicant)
named individuals are the present officers of _____
(Corp. Name)
_____.

President _____
(Name)

Vice-President _____
(Name)

Secretary _____
(Name)

Treasurer _____
(Name)

Signature of Applicant

Printed Name _____

Title

Date

LIMITED LIABILITY COMPANY
ORGANIZATIONAL RESOLUTION

I, _____ hereby certify that the following
(Name of Applicant)

named individuals are the AUTHORIZED PERSONS of

(Limited Liability Company Name)

Authorized Person _____
(Name)

Authorized Person _____
(Name)

Authorized Person _____
(Name)

Signature of Applicant

Printed Name _____

Title _____

Date _____

RATIO AFFIDAVIT

FOR BEER, WINE & LIQUOR , CLASS B, or B-K LICENSEES ONLY:

I/We hereby attest, under the penalty of perjury, that the gross receipts from the sale of alcoholic beverages in the hotel/restaurant - hotel/motel for the twelve month period immediately preceding the application for renewal did not exceed the gross receipts from the sale of food.

(Signature of Applicant)

(Printed Name of Applicant)

(Title)

State of _____

County of _____

I hereby certify that on this _____ day of _____, in the year _____ before the subscriber, a notary public of the state of _____ personally appeared: _____, the above named in this ratio affidavit, who made oath in due form of law that the matters and facts contained in said affidavit are true and correct.

Witness my hand and official seal:

Signature of Notary Public

SEAL

Printed Name of Notary Public

My Commission Expires: _____

AFFIDAVIT OF STATE TAX OBLIGATIONS

I/We hereby agree to keep current all state and local tax obligations including, but not limited to, state sales and use taxes, withholding taxes, and admissions taxes.

Maryland State Sales Tax Account Number: _____

Signature of Licensee

Printed Name of Licensee

Date

State of _____

County of _____

I hereby certify that on this _____ day of _____, in the year _____ before the subscriber, a notary public of the state of _____ personally appeared: _____, the above named in this tax affidavit, who made oath in due form of law that the matters and facts contained in said affidavit are true and correct.

Witness my hand and official seal:

Signature of Notary Public

SEAL

Printed Name of Notary Public

My Commission Expires: _____