



Attention Class B, BWL, H/R, H/M Licensees

Catering Off Site?

1. At least 14 days prior to each event, complete a Catering Event Request for Approval Application (found on the reverse of this sheet) and online here:
 - <http://www.montgomerycountymd.gov/lictpl.asp?url=/content/dlc/liquor/lre/licensure/applicationsexisting.asp> **OR**
 - Go to www.montgomerycountymd.gov/dlc, Click on Licensing, Regulation and Education tab at top of page. Licensure ↳ Applications ↳ Permits and Special Requests for Current Licensees ↳ Catering Privileges Event Request for Approval
2. Attach a copy of the food and beverage menu or a copy of the contract with your client including the food and beverage list
3. Your application is considered approved unless you hear directly from the Department of Liquor Control

4 ways to submit:

1. In person hand deliver your application to the Licensing Office (Room 203)
2. Mail your application to:

Attn: Kathie Durbin
The Department of Liquor Control
Licensing Office
16650 Crabbs Branch Way
Rockville, MD 20855
3. Fax it in: 240-777-1991
4. E-mail in (via scan or attached document) to dlc@montgomerycountymd.gov

