



**KEEPING IT SAFE**

**ALCOHOL BEVERAGE SERVICES**

240-777-1904

<https://www.montgomerycountymd.gov/abs>



# Division of Licensure, Regulation and Education

## Planning on hosting an Under 21 Alcohol free event at your business?

**Protect yourself by developing responsible policies for staff and guests...**

### Outside Business

- Keep students in one line and out of traffic areas.
- Make sure everyone has a school ID.
- Tell people outside that they will be frisked when they enter the establishment.
- Politely ask loiterers to enter or leave.
- When capacity is full please help inform parents/rides and students.
- Staff should walk outside in the parking lot to make sure there are no loiterers or problems. Students may not “hang out” on grounds. Report any suspicious behavior to the police.
- Absolutely no water, drinks or food may be brought into the event.
- Establishment staff should be at the door checking IDs. Promoters should never be responsible for the door.
- Do not allow bandannas, ask that they dress appropriately.

### Check IDs:

- Check participants’ school ID or accepted document. Students **MUST** have an ID to enter the event.
- Never allow an adult over 21 (or over 18 if 18 and under) to enter a teen event.

### Inside Event:

- Be a presence!
- Remove or cover all alcohol.
- All staff should wear a staff t-shirt or uniform.
- Keep a watchful eye on situations, if something heats up, cool it down.
- Report any alcohol or other drug related incidents to the police and stay with the people involved and wait for help.
- Document incidents and get names and addresses of every person involved.

### Outside after the event:

- Ask the DJ to slow music in advance of closing down so that kids are not forced to leave all at once.
- Don’t allow students to loiter.

### Staff:

- Train all staff on responsible policies.
- Make sure establishment staff are also at the door. A promoter should never be responsible for the door.
- Contact the Montgomery County Recreation Department at 240-777-6820, Liquor Control Community Outreach Office and local Police for assistance on planning events and training staff.

### Promoters:

- Hire only responsible promoters with responsible policies
- When in doubt call the Community Outreach Office and ask about a policy or law.

**For additional information please call the Community Outreach Office at 240-777-1904/240-777-1989 or e-mail us at [abs@montgomerycountymd.gov](mailto:abs@montgomerycountymd.gov)**