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:
   - Go to www.montgomerycountymd.gov/abs, 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 Alcohol Beverage Services

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  
   Alcohol Beverage Services  
   Licensing Office  
   16650 Crabbs Branch Way  
   Rockville, MD 20855


4. E-mail in (via scan or attached document) to abs@montgomerycountymd.gov