

One day or temporary licenses

A one day or temporary license is required when alcohol is being sold or is provided as part of the ticket cost for an event. No license is required for wedding or private party so long as tickets are not being sold or there is no cash bar. Under the provisions of state law, one day licenses may only be issued to non-profit organizations.

1. **Before obtaining its first one day license** from the Board of Liquor License Commissioners for Baltimore City, an organization must prove that it is a non-profit organization. There are several ways to do this including the following:
 - a) A designation by the U.S. Treasury Department as a 501(c)(3), 509(a) or 170(b) non profit organization as shown in a determination letter issued to the organization. The Advanced Ruling Period or the Expiration Dates must be up-to-date.
 - b) Churches, church organizations, community groups and schools may demonstrate their non profit status by the tax exempt certificate issued by the Comptroller of the State of Maryland.
 - c) Colleges and universities must provide a letter of authorization from the Dean of Student Affairs.
 - d) Little League organizations must provide the Board with a copy of scheduled games and team rosters.
 - e) Political organization and community fundraisers must provide the Board with documentation concerning the event to be held and copies of fliers and tickets for it.
2. Once a determination has been made concerning an organization, it is not necessary for the organization to resubmit information unless their non-profit status was based on an advance ruling from the IRS which is no longer current.
3. The party applying for a one day license must be 21 years of age and authorized to apply for the license by the non-profit organization. A letter of authorization from the non-profit organization may be required.
4. Applicants must apply for the one day license at least ten days prior to the scheduled event. This requirement may be waived by supervisory staff or by the Chairman.
5. The location where the event is being held must be approved by the Office of Zoning Enforcement or approval obtained as listed below.
 - a. A temporary Certificate of Occupancy may be needed. Contact person: Donald.small@baltimorecity.gov or the Office of Zoning Enforcement, 417 E. Fayette Street, Room 127, Benton Office Building or call (410) 396-4126. There is a fee for a Temporary Certificate of Occupancy.
 - b. If the streets are being closed for the event, a Special Events Permit is needed from the Department of Public Works. Contact person: Helen.marinelli@baltimorecity.gov or Department of Public Works, Permits, 200

N. Holliday Street, Main Lobby, Counter 4 or call (410) 396-4508. There is a fee for a Special Events Permit.

- c. If the event is being held in a Baltimore City park i.e. Druid Hill or Patterson Park, authorization is need from the Department of Parks and Recreation.
 - d. If the event is held on private property, a letter of permission from the property owner authorizing the use of property for the event must be provided.
6. The fee for a one day beer & wine license is \$25 per day; the fee for a one day beer, wine & liquor one day license is \$50 per day.
 7. Questions concerning the status of a group applying for a one day license or the location where the event is proposed are to be referred to the Deputy Executive Secretary or the Executive Secretary.