

BOARD OF LICENSE COMMISSIONERS
Herein now known as
WASHINGTON COUNTY LIQUOR BOARD

Alan J. Levin – Chairman
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Board of License Commissioners
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Information about the board, a copy of this document and some useful
Forms and applications are available at:
<http://www.wcliquorboard.com/>

Boards Hours of Operation
Monday through Friday
9:00 a.m. to 12:00 noon
1:00 p.m. to 4:00 p.m.

Revised Rules and Regulations Adopted: June 23, 2004
Updated & Effective: August 25, 2025

THIS IS YOUR COPY OF THE REVISED LAWS, RULES AND REGULATIONS OF BOTH THE ANNOTATED CODE OF MARYLAND AND THE ADAPTIONS BY THE WASHINGTON COUNTY LIQUOR BOARD.

PLEASE READ IT THOROUGHLY, IT IS YOUR RESPONSIBILITY TO UNDERSTAND AND TO COMPLY WITH THE RULES STATED THEREIN. NOT ALL INFORMATION REGARDING ARTICLE 2B OF THE ANNOTATED CODE OF MARYLAND IS LISTED HEREIN; ALL APPLICABLE LAWS SHALL BE ENFORCED.

IF THERE IS A PROBLEM, PLEASE FEEL FREE TO CALL 301-797-4591 OUR OFFICE AND THE STAFF OR BOARD MEMBERS WILL BE GLAD TO ASSIST YOU.

**THANK YOU FOR YOUR COOPERATION
WASHINGTON COUNTY LIQUOR BOARD**

**This revised booklet of The Rules and Regulations
Adopted by the Washington County Liquor Board for
Washington County, Maryland**

Updated & Effective: August 25, 2025

**CONDENSATION OF LAWS
INCLUDING
RULES & REGULATIONS
APPLICABLE TO RETAIL LICENSEES
OF ALCOHOLIC BEVERAGES
IN WASHINGTON COUNTY, MARYLAND
AS PRESCRIBED AND ADOPTED BY THE
WASHINGTON COUNTY LIQUOR BOARD.**

**IN ADDITION, ALL DEED RESTRICTIONS
NOT DECLARED ILLEGAL OR UNCONSTITUTIONAL,
ALL FEDERAL, STATE, COUNTY AND
TOWN ORDINANCES AND REGULATIONS
SHALL APPLY, ALONG WITH ALL
BUILDING CODE, ZONING CODE,
FIRE CODE, HEALTH DEPARTMENT REQUIREMENTS.**

**THE BOARD SHALL HAVE FULL POWER AND
AUTHORITY TO ADOPT SUCH REASONABLE
RULES AND REGULATIONS AS THEY MAY
DEEM NECESSARY TO ENABLE THEM
EFFECTIVE TO DISCHARGE THE DUTIES
IMPOSED UPON THEM BY ANNOTATED CODE OF MARYLAND
SEC. 16-301**

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REGULATIONS

For Licensee's, Managers & Employees / Staff

DISPLAY OF LICENSES

Licensees shall post their original fiscal year Alcoholic Beverage license, fiscal year Trader's license, Sales & Use license, Occupancy Permit, Health Department Permit so that it is clearly visible to the public, the Boards Inspector and the Alcohol, Tobacco & Cannabis Commission. **(Annotated Code of Maryland § 4-508).**

Updated & Effective: 02/05/2025

RENOVATIONS OR CONSTRUCTION

Once any type of alcoholic beverage license has been issued for a specific building, **the licensee shall notify the Board and receive approval prior to making any major renovations or changes** to the license premises. A major renovation or change shall be deemed to be an alteration in the building or its fixtures. This may require approval by the Health Department, Fire Marshall & Permitting Dept.

Updated & Effective: 02/05/2025

ALCOHOL AWARENESS PROGRAM REQUIREMENTS - § 13-101

A program approved and certified by the State Comptroller (ATCC) that includes instruction on how alcohol affects a person's body and behavior; provides education on the dangers of drinking methods for serving customers to minimize the chance of intoxication and ceasing service before the customer becomes intoxicated.

A licensee authorized to sell any alcoholic beverages and/or an employee designated by the licensee shall complete prescribed training in an Alcohol Awareness Program certified by the State Comptroller (ATCC). Certificate of Completion shall be issued for completion of such a certified program. Such a certificate shall be presented and readily available upon request to the proper authorities upon request. Certification must be renewed at least every four (4) years.

ALCOHOL AWARENESS PROGRAM § 31-1903

Any licensed establishment that does not have a State Alcohol Awareness Certified person or person on duty at all times is in violation and will be fined \$100.00 and for each subsequent offense a fine not to exceed \$500. or a suspension or revocation of the license or both.

At least two or more licensees, managers, employees / staff members must be certified by an approved alcohol awareness program and must be on duty at all times during the hours of operation.

The person certified by an approved alcohol awareness program may be absent from the licensed premises for a personal or business reason or an emergency if the absence lasts for no more than 2 hours.

The Board of License Commissioners shall require the licensee to keep a logbook on the licensed premises that contain documentation of each temporary absence, the length of time of the absence, and the reason for the absence in case questioned by the Board Inspector.

All alcohol awareness certifications **MUST BE AVAILABLE** in case of a routine inspection by a State, Local inspector or Official of the Liquor Board. Any licensed establishment that does not have copies of all certifications are in violation and will be fined \$100.00 and for each subsequent offense a fine not to exceed \$500.00.

Effective: 11/20/2017- Updated: 02/05/2025

LICENSEE HOURS AND DAYS OF OPERATION

The hours for **legal sale of alcoholic beverages** of **ALL LICENSE CLASSES** are:

Monday – Saturday from 6:00 a.m. to 2:00 a.m.

Sunday from 12:00 p.m. to 12:00 a.m.

Sunday from 11:00 am to 12:00 a.m. for Class A Retail Stores (Liquor Stores)

If a Federal or State holiday is on a Monday, then the licensed establishment can stay open until 2 am on that Sunday before the holiday.

Class B, Class C, and B Restaurant **may sell and serve alcoholic beverages from 11:00 am to 12:00 midnight, providing the customer is also consuming a meal.**

No alcoholic beverages shall be sold, served, dispensed, given away or consumed in any part of the licensed premises **during the hours when legal sales are prohibited by law. All tables and counters must be clear of bottles, glasses or cups containing any alcoholic beverages after the closing hour.**

Updated & Effective: 02/05/2025

DAYLIGHT SAVINGS TIME

Spring Daylight Savings Time

At 2:00 a.m. you will set your clocks forward for one (1) hour, you do not lose an hour.

Fall Daylight Savings Time

At 2:00 a.m. you will set your clocks back for one (1) hour, BUT you do not gain an extra hour.

All licensed establishments that sell alcoholic beverages will abide by the closing time designated by the Board of License Commissioners Condensation of Laws (BLC) as it is before the clocks are turned forward or back.

No establishment is allowed to turn back their clock and reopen for an extra hour.

Updated & Effective: 02/05/2025

EMPLOYMENT OF UNDERAGE INDIVIDUALS § 31-1902

In Washington County a license holder may employ an individual who is:

- (1) at least 18 years old to sell, serve, stock shelves, or otherwise deal with alcoholic beverages or
- (2) may employ a person 16 years of age to perform any other task other than to stock shelves, handle, sell, serve or deliver alcoholic beverages. **Annotated Code of Maryland §31-1902**

Updated & Effective: 02/05/2025

CONSUMPTION OR INTOXICATION WHILE ON DUTY

Licensees, Managers or Employees are **NOT ALLOWED** to consume any alcoholic beverages while on duty anywhere in or around the license premises, including the areas behind the bar, patio / sidewalk café.

Updated & Effective: 02/05/2025

PRESENCE OF MINORS IN LICENSED PREMISES

It shall be unlawful for any person under the age of twenty-one (21) years of age to loaf or loiter about a licensed establishment **THAT DOES NOT SELL OR SERVE FOOD**. Under the provisions of **§ 12-111 -Loitering prohibited, serving meals – of the Annotated Code of Maryland**.

Class B Restaurants may, however, serve meals without alcoholic beverages to any person.

No one under the age of twenty-one can be seated at the bar!

Updated & Effective: 02/05/2025

SALES TO MINORS AND INTOXICATED PERSONS PROHIBITED

A license holder or an employee of a license holder who is charged with a violation of the Annotated Code of Maryland Alcoholic Beverage Articles.

31-2702 – Selling or providing alcoholic beverages to individual under the age of 21 years – Criminal procedure

- (1) Any licensee or any employee of the licensee who is charged with a violation of this subsection shall receive summons to appear in court on a certain day to answer the charges placed against that person. The person charged may not be required to post a bail bond pending trial in any court in the State.
- (2) A licensee or employee of the licensee who is charged with selling or furnishing any alcoholic beverages to a person under 21 years of age may not be found guilty of a violation of this subsection if the person establishes to the satisfaction of the jury or the court sitting as a jury that the person used due caution to establish that the person under 21 years of age.
- (3) **A violation of §6-304 of this article is a misdemeanor.**
- (4) **If an employee of a license holder violates §6-304 of this article, the Board may impose on the employee a fine not exceeding:**
 - (a) **For the first offense \$100.00 and \$250 for a second offense or subsequent offense payable within 30 days or they must appear before the Board to show just cause or they will receive a summons to appear in court and the employee is subject to imprisonment not exceeding 2 years or a fine not exceeding \$1,000.00 or both.**
- (5) **If a license holder violates §6-304 of this article, the Board may impose a fine not exceeding \$2,500, suspend or revoke the license, or impose a fine and suspend or revoke the license.**
- (6) The Board may not proceed administratively against an employee of a license holder for a violation of §6-304 of this article until after the employee is granted probation before judgment or found guilty of the violation.

6-304 – Selling or providing alcoholic beverages to individual under the age of 21 years

- (1) A licensee licensed under this article, or any employee of the licensee, may not sell or furnish any alcoholic beverages at any time to a person under 21 years of age for the underage person's own use or for the use of any other person.

6-307 – Selling or providing alcoholic beverages to intoxicated individual

- (1) A licensee licensed under this article, or any employee of the licensee, may not sell or furnish any alcoholic beverages at any time to any person who, at the time of the sale, or delivery, is visibly under the influence of any alcoholic beverage.

6-305 – Proof of age for sale of alcoholic beverages

- (1) The licensee or employee of the licensee shall or may accept, as proof of a person's age.
- (2) The licensee or employee of the licensee shall or may accept, as proof of a person's age, a valid in state, out of state driver's license or identification card, United States military identification card or passport.

Boards Condensation of Laws – Rules and Regulations

Minors are not to be permitted to sit directly at the bar of any Class B (on & off) & Restaurant, Class C, Class D licensed establishment.

Updated & Effective: 02/05/2025

INTOXICATED OR DEFICIENT

Neither licensee nor his employees shall permit a person visibly under the influence of alcohol to purchase or consume any alcoholic beverages on his license premises.

(Annotated Code of Maryland § 12-108 – Sales to underage persons).

In this section, “knowingly” means the knowledge a reasonable individual would have under ordinary circumstances based on the habits, appearance, or personal reputation of an individual. A license holder or an employee of a license holder may not knowingly sell or provide an alcoholic beverage to a habitual drunkard. A license holder who violates this section is guilty of a misdemeanor and on conviction is subject to a first offense, a fine not exceeding \$50; and for each subsequent offense, imprisonment not exceeding 30 days or a fine not exceeding \$100 or both. A license holder may receive a fine or a fine and suspension based on the Boards findings. **(Annotated Code of Maryland § 9-2704 – Selling or providing alcoholic beverages to habitual drunkard or intellectually disabled individual)**

Updated & Effective: 02/05/2025

CONTROLLED DANGEROUS SUBSTANCES

No owner, manager, operator, or employee shall allow the premises to be used for the purposes of possession, transport, sale and/or use of any illegal narcotic drug or other controlled dangerous substances. Any license issued under the provisions of may be revoked if, after the Board holds a public hearing, any activities listed in this section are found to occur on any premises or location for which the license was issued.

Updated 11/20/2017 – Updated 02/05/2025

PUBLIC DRINKING

A person may not be intoxicated and endanger the safety of another person or property, nor drink any alcoholic beverage in a public place and cause a public disturbance. A person may not drink any alcoholic beverages in an adjacent parking area or other outside area of any retail establishment, or in any parked vehicle located on such areas. This does not authorize any public drinking that is in violation of the law. **(Annotated Code of Maryland § 19-202).**

Updated 11/20/2017 – Updated 02/05/2025

RESTRICTIONS ON PURCHASES & SALES OF ALCOHOL

1. No retail dealer shall purchase any alcoholic beverages except from a duly licensed distributor or manufacturer, wholesaler or private bulk sale permit holder or nonresident winery permit holder under the provisions of this article, and no retail dealer shall sell to any other retail dealer any alcoholic beverages except to the holder of a One Day Event Permit, beer, wine and liquor license, and shall not at any time keep or permit to be kept upon the licensed premises any alcoholic beverages except those so purchased. It shall be unlawful for any person to drink on the license premises of any license holder, any alcoholic beverage not purchased from the license holder on said premises; and, likewise, it shall be unlawful for any license holder to permit any person to drink any alcoholic beverages not purchased from the said license holder on the premises covered by the license which he holds and not permitted by this Article to be consumed on the premises.

This restriction applies to all classes of licenses, excluding one day event licenses.

(Annotated Code of Maryland Article 2B 12-107 & Article 2B 6-311).

2. Any class of license that sells and serves alcoholic beverages cannot give free drinks at any time, this does not include Buy one / get one or Buy two / get one (the cost of the other drink, whether discounted must be

included in the total cost) or tokens given for a free drink must be paid for by another patron or purchased from the licensed establishment for trivia night, karaoke bingo, or other games of chance.

3. **Happy Hour, days and times, are not regulated by the Board, the Board also does not regulate the type of alcoholic beverage that is sold or served during that time.**

Updated & Effective: 02/05/2025

REMOVAL OF PARTIALLY CONSUMED BOTTLE OF WINE FROM LICENCED PREMISES

A person, who purchases, at a licensed premise, a meal and a bottle of wine, the contents of which are partially consumed with the meal, may remove the bottle and its contents from the licensed premises if the license holder inserts a cork in or places a cap on the bottle.

A bottle of wine that is removed from the licensed premises under subsection (a) of this section is an “open container” for purposes of

Section 10-125 of the Criminal Law Article. (Annotated Code of Maryland § 12-107.1).

Effective 12/13/06 – Updated 02/05/2025

NUDITY, SEXUAL DISPLAY

WITH RESPECT TO ATTIRE AND CONDUCT, A PERSON MAY NOT

Be employed or used in the sale or service of alcoholic beverages in or upon the licensed premises while the person is unclothed or in attire of a costume or clothing to view any portion of the female breast, any portion of the body below the belly button and above the buttocks or cleft of the buttocks.

Be employed or act as a hostess or act in a similar-type capacity to mingle with the patrons while the hostess or person acting in a similar-type capacity is unclothed or in attire of a costume or clothing as described in paragraph 1 of this subsection.

Encourage or permit any person on the licensed premises to touch, caress or fondle the breasts, buttocks, anus or genitals of any other person. **Annotated Code of Maryland §31-2102**

Effective 6/16/2011- Updated 02/05/2025

PREVENTION OF FRAUDS

Power of Comptroller and local licensing boards – For the prevention and detection of fraud by manufacturers, wholesalers and retail dealers, the Comptroller (ATCC) and/or the local liquor licensing boards shall be empowered to prescribe for use, and to authorize any of their deputies or inspectors to make use of such hydrometers, saccharometers, weighing and gauging instruments or other means, records or devices for ascertaining the quantity and/or quality of alcohol in any alcoholic beverage as they may deem necessary, and they may prescribe rules and regulations to secure a uniform and correct system of inspection, marking and gauging of all such beverages.

Annotated Code of Maryland §6-203

Tampering with contents of container – No retail dealer or agent or employee of such retail dealer shall tamper with, by the addition to, or the change in any manner whatsoever of the quantity or quality, of the contents of any container of alcoholic beverages after such container of alcoholic beverages has been sealed in accordance with the laws of the United States and/or the laws of the State of Maryland, and while the contents remain in the original container.

Annotated Code of Maryland §6-313

Refilling container – No retail dealer, or agent or employee shall refill any container of alcoholic beverages with any substance whatsoever after such container has once been emptied or partially emptied of its original contents.

Annotated Code of Maryland §6-313

Keeping containers in violation of section; penalty for violations – No retail dealer shall keep or possess **any empty** containers or containers of alcoholic beverages that have been tampered with in violation of subsection (b) of this section and no retail dealer shall keep or possess any **empty** container or containers, **and they cannot be used for refilling which** is violation of subsection (c) of this section. Any person violating any of the provisions of this section shall be deemed guilty of a misdemeanor and upon conviction thereof shall be subject to a fine of not more than one thousand dollars (\$1,000.00) or to imprisonment for not more than two years in the house of correction or jail, or both fined and imprisoned in the discretion of the court, this is subject to State Laws and penalties.

Annotated Code of Maryland §6-313

Updated and Effective 02/05/2025

NUISANCE ABATEMENT

All licensees shall operate their establishments in such a manner as to avoid disturbing the peace, safety and quiet of the neighborhood where located. All unnecessary noises, including playing of music, radio, television, singing, and loud talking at unreasonable times are prohibited. The Board and its Agents have authority to regulate and/or limit the use of mechanical music boxes and other sound-making devices.

No licensee, his/her clerks, agents, employees or servants shall commit, or allow the commission on the licensed premises, of any act which is contrary to any federal, state or local statute, law, ordinance, or regulation, or against the public peace, safety, health or welfare.

The intent of this rule is that licensee's operations shall not adversely impact the surrounding neighborhood in terms of noise and/or anti-social, illegal, boisterous and/or unsafe activities. This includes but is not limited to the following:

Congregating of patrons in a noisy, unruly or disturbing manner, out in front of the licensed establishment or after leaving the licensed premises.

Allowing the premises to be used for the purposes of possession, transport, or use of any illegal narcotic drug or any other controlled dangerous substance.

Any license or permit issued under the provisions of this article may be revoked or suspended by the issuing authority for any cause in which the judgment of the official Court or Board is necessary to promote the peace or safety of the community in which the place of business is situated.

Annotated Code of Maryland Section 10-401.

Updated & Effective: 02/05/2025

DRIVE-INS or DRIVE-UP WINDOWS

No licensee shall be permitted to open, maintain or operate any drive-in or similar sales facility where any merchandise may be delivered directly from within the licensed premises to any customer outside thereof, although such an outside location or abutting property, street or driveway may be owned, leased or controlled by the licensee. This does not prohibit delivery of purchased merchandise to the premises, address or automobiles of customers by the licensee, his agents or employees, provided that such delivery is made by customary means other than drive up window, chute, or similar direct delivery facilities.

Updated & Effective: 02/05/2025

WINDOW

Every licensed premises shall have an interior light and at least one plain glass window, facing the street or highway, so as to enable people standing on the ground to observe the interior of the premises at all hours. No curtain, blind, screen or other obstruction shall obscure the entire window, this is for the safety of law enforcement, inspector, or patron that maybe walking into a hustle situation. Fines or fines and suspensions will be compensated.

Licensees inside the city limits will have to call the City of Hagerstown to verify their ordinances.

Updated & Effective: 02/05/2025

MANUFACTURERS, WHOLESALERS

No attorney or any other person in any way connected with or employed by a wholesaler or manufacturer of alcoholic beverages shall appear before the Board representing any licensee or applicant for a license.

No manufacturer, wholesaler, nor anyone connected with such business, shall have any financial invested interest in the premises or the business of a retail license establishment; nor lend any money, make any gift or offer any gratuity to any retail dealer.

(Annotated Code of Maryland Section 21-104).

GIFTS, ADVERTISING

It shall be unlawful for any retailer to accept, receive or make use of any money, gift, sign or display of any value in excess of Fifty Dollars (\$50.00) furnished by any manufacturer, wholesaler, distiller, brewer, retailer, blender or bottler, or to become indebted to any such person, except for the purchase of alcoholic beverages (except beer). Signs, posters, placards, devices, graphic displays bearing advertising matter or any other forms of advertising for use in windows or elsewhere on a retail liquor establishment may be given or furnished to a retailer by a brand owner who is engaged in the business as a distiller, non-resident dealer, rectifier, blender, bottler or wholesaler of alcoholic beverages other than beer or malt beverages provided.

The utilitarian value is secondary and only incidental to the value as an advertisement, and the total value of any item furnished by any brand owner for each of its individual brands for use in any one retail establishment at any one time does not exceed the sum of Seventy-Five Dollars (\$75.00), and the cost of installation of these materials does not exceed that which is usual and customary in that particular locality.

Materials and labor may be furnished by a brand owner for the custom manufacture of an advertising display not exceeding Seventy-Five Dollars (\$75.00) which is temporary in nature and has no other utilitarian value. A manufacturer or non-resident dealer or brand owner may not undertake any plan or design which directly or indirectly results in the purchase of advertising materials or supplies or advertising services by any wholesale or retail licensee; neither shall a wholesale or retail licensee participate directly or indirectly in any transaction in which he pays for or shares in the cost for any of the value of the advertising materials, supplies, services, or mailing expenses utilized to promote a brand owner's products.

Nothing contained herein is intended to prevent a wholesale licensee from furnishing brand owners with display materials and installation services at charges computed at not less than the fair market value for these services. **(Annotated Code of Maryland Section 12-104).** Distributors and product signs containing logos, prices, pictures and slogans may be placed on the licensed premises only. **No signs can be posted in the grass along the road or fences, walls or street signs if the establishment is in strip mall.**

Effective 5/31/2013 – Updated 02/05/2025

STORAGE OF ALCOHOL

No licensee shall store or keep any alcoholic beverages except on the premises covered by the license or at a public or individual warehouse having a permit issued under the provisions of this Article. A licensee may obtain a State Storage Permit – Form 328, from the ATCC for the storage of alcoholic beverages, off the licensed premises.

(Annotated Code of Maryland Section 12-105).

Updated & Effective: 02/05/2025

All Licensee's except for **Class A license (off sale only)** must provide the Board with a diagram, which may be hand drawn, of where and how their alcohol is stored and served. Alcohol must be stored and/or locked up where the public is unable to access it without the help of an employee.

Updated & Effective: 02/05/2025

RETURNED CHECKS

Any person issuing to the Board of License Commissioners a check or draft returned by the banking institution for insufficient funds shall be subject to disciplinary action including any of the following:

\$100.00 Fine, Suspension or Revocation of License.

Effective 7/16/2015 – Updated 02/05/2025

YEARLY LICENSE RENEWAL

Alcoholic beverage licenses for Washington County are valid from **July 1st to June 30th of the fiscal year.**

1. Renewal applications will be available at the Board of License Commissioners for pick up at the beginning of March of the fiscal year.
2. Applications and all documentation, along with all taxes paid, must be submitted to the Board of license Commissioners by June 15th.
3. Any licensee turning in their application and documents after June 15th and before June 30th will receive a fine of \$50.00 a day not to exceed \$800.00.
4. Renewal applications must have all signatures stated on renewal application and it must be notarized.
5. Renewal packet will consist of a Required Statement form that licensee's will verify that the facts in the original application are true and unchanged.
6. It shall be accompanied by a statement signed by the owner of the premises consenting to renewal of the license and to search and seizure as in the case of original applications.
7. Copies of the following should be submitted to the Board of License Commissioners.
 - (a) Traders License for the new license year
 - (b) Copies of all Alcohol Awareness Certified Owners, Managers & Employees.
8. The Board of License Commissioners may not renew an alcoholic beverages license until the licensee has paid all taxes through the Comptroller of Maryland (410) 767-1649 and through the City (301) 790-3200 and the County (240) 313-2110 and the licensee must have a certificate from the Department of Tax and Assessment (410) 767-1184 stating they are in Good Standing.
9. In addition to the requirements of paragraph (4) of this subsection, an application for a Class B Restaurant license renewal shall be accompanied by a statement that shows the average monthly sales of food and alcoholic beverages for the licensed premises.
10. Substitution of Club officers name on license – Notwithstanding any other provision of this article, any licensee holding a Class C Club license, during the renewal process may substitute the name of an officer for the name of

another officer (must appear before the Board to be sworn in) if that officer has passed away, retired, or has been removed from office.

11. Two officers on the license may vote to remove the third officer if that officer has been removed from the office.

Effective July 1, 2016 – Updated 02/05/2025

TRANSFER APPLICATIONS

Any holder of a license, including a receiver or trustee for the benefit of creditors, may be permitted to transfer his place of business to some other location or sell the business to assign the license and transfer his stock in trade to another buyer. Such a transfer must be processed as an original application including payment of advertising fee, posting of premises, and final hearing before the Board.

A Bulk Transfer Permit may be obtained upon payment of the appropriate fee to the State to transfer the stock of alcoholic beverages, whether by sale, gift, inheritance, assignment, or otherwise, and irrespective of whether or not consideration is paid.

All obligations of the transferor (former licensee) contracted in connection with the business must be fully paid, or some arrangements concerning such debts and obligations, satisfactory with his creditors, have been made.

All State (Retail Sales, Employee Withholding, Amusement, and Admission Taxes) and County taxes must be paid before license of transfer is issued for a fee of **\$400.00**.

Special licenses, such as Sunday, Wine Tasting, Caterer and Sidewalk Cafe are considered to be additions to the weekly license to be transferred at no additional fee. **[Annotated Code of Maryland Section 10-503 (w)]**.

Effective 9/18/2008 – Updated 02/05/2025

CHANGE OF CORPORATE NAME OR LOCATION

Any licensee who makes a change in corporate name or wishes to move to a new location must make a transfer application with the Board. Such a transfer must also be processed as an original application including **\$400.00** payment of an application fee, posting of premises, and final hearing before the Board.

Effective 9/18/2008 – Updated 02/05/2025

WITHDRAWAL OF APPLICATION

The application fee is non-refundable.

Updated & Effective: February 02/05/2025

CORRECTED LICENSES

Corrections to an existing continuing license, such as Trade Name only, officer/licensee, club officer/licensee, etc., will be made upon the approval of the Board. An administrative fee in the amount of \$100 shall be charged for each corrected license issued.

Effective 9/28/2008 – Updated 02/05/2025

LICENSED PREMISES

For the purpose of assessing responsibility to any violations of the liquor laws, the licensed premises shall be deemed to include any and all appurtenant property which the licensee leases, owns, or otherwise has an interest in, including but not limited to a parking lot.

Effective 3/10/2010 – Updated 02/05/2025

REFUNDS

No refunds for unearned portions of licenses that have been canceled, revoked, etc. (**Annotated Code of Maryland Section 10-205**).

Updated & Effective: February 02/05/2025

TEMPORARY CLOSING OR VACATED PREMISES

If licensed premises are to be closed for longer than a forty-eight-hour period, this Board must be so advised in advance.

When a licensed premise is closed for a period of ten (10) days or longer, the Board should be so advised in advance and the license surrendered to the Board at the time of closing.

Without advance notice to the Board on the tenth day after a licensee shall have vacated, been evicted or voluntarily closed the premises, the license shall expire unless an application for approval of a transfer to another location or assignment to another person has been approved or is then pending before the Board.

If the premises have been acquired for public use, then the license shall expire within one hundred eighty (180) days of acquisition, unless an application for approval of a transfer to another location or assignment to another person has been approved or is then pending before the Board. (**Annotated Code of Maryland Section 10-504**). Should the licensee, in person before the Board, show good cause and request an extension of time before expiration of the license, such extension may be granted providing the request is made prior to the expiration of time limitations specified in this subsection.

DEATH OF LICENSEE

Upon the death of a licensee, this Board shall be so advised promptly, or the license may expire. In the death of a LLC, or sole proprietor licensee, if there was only one (1) licensee on the license, an arrangement may be made for an administrator of the estate of the deceased to continue active operation of the business or appoint someone. This will require the issuance of a revised license with specified documents needed. In the death of a Corporation licensee with three (3) licensees, no other licensee needs to be appointed since a Corporation needs two (2) or three (3) licensees. (**Annotated Code of Maryland Section 10-506**). In the death of one of the three licensees on a Class C Club or Country Club license a copy of an obituary must be submitted, and another member, board member or employee added.

Updated & Effective: February 02/05/2025

APPEALS

For appeal of the Board's decision to Circuit Court, testimony transcribed of hearings will be provided upon request of the licensee, applicant, or Protestants. The total cost of such transcripts shall be paid by the party requesting them, unless requested by the Circuit or District Court. The appeal shall be filed within thirty (30) days of the date of decision.

Updated & Effective: February 02/05/2025

FALSE STATEMENTS

If any signed statement, report, affidavit, or oath required under any provision of this Article, shall contain any materially false statement, the offender shall be deemed guilty of perjury and upon conviction thereof, shall be subject to the penalties provided by law for that crime. (**Annotated Code of Maryland Section 16-501**).

SUSPENSION, REVOCATION

After holding a public hearing, the Board of License Commissioners for Washington County may revoke or suspend a license for violation of laws of the State of Maryland or Rules and Regulations as set forth herein.

FINES

A licensee who violates the provisions of the Annotated Code of Maryland and/or the Washington County Liquor Boards Condensation of Laws – Rules & Regulations may or shall receive a fine, a fine & suspension or a fine and revocation of their license. The Board may suspend impose a fine, not to exceed \$2,500 and shall be paid, as specified, to the Washington County Liquor Board. [**Annotated Code of Maryland Section 16-507(w)**].

You have the right to appeal a decision by the Washington County Liquor Board to the Circuit Court for Washington County. Appeals must be filed within thirty (30) days of the date of the Order issued by the Board.

Updated & Effective: February 02/05/2025

UNDER 21 EVENT

All “Under 21 Night’s” held in an establishment with an Alcoholic Beverage License shall adhere to the following rules:

All Licensees wishing to hold an event for under 21 between the ages of fourteen (14) and twenty (20) shall request permission for the event from the Washington County Liquor Board They shall provide the following information where the event will be held and the hours that the event will be held.

Each Event will be evaluated, and a decision made by the Board as to whether the event can be held.

No admittance to anyone under the age of fourteen (14) or over the age of twenty (20).

Everyone must have a valid ID to enter.

Alcoholic beverages must be covered or removed, or the event must be held in another area.

The establishment must close at or before 11:00 p.m.

Health and Fire codes shall not be violated.

Adequate security shall be provided.

All parking lots shall be monitored.

No drinking in cars should be allowed.

No Loitering after hours shall be allowed.

The Peace, Quiet and Security of the neighborhood shall be maintained at all times.

Updated & Effective: February 02/05/2025

EXPUNGEMENT OF VIOLATIONS

In Washington County, a violation of this article or of any regulation adopted under this article shall be expunged by the Board of License Commissioners after 5 years from the date the violation occurred, for sales to minors. **SB632-**

Annotated Code of Maryland §16-508.1

Updated & Effective: February 02/05/2025

POPULATION RATIO QUOTA - §31-102 - §31-1601

In Washington County this bill applies to the issuance of certain alcoholic beverages licenses in Washington County; and generally relating to alcoholic beverages in Washington County. Population ratio quota means 1 license for each 3000 individuals, excluding individuals detained or confined in a correctional facility as defined under § 1-101(d) of the Correctional Services Article, who reside in the election district where the license will be issued as determined by the last federal population census.

The Board may not issue a Class A (off sale), Class B (on & off sale) and a Class D (on & off sale) license in an election district if the number of licenses exceeds the population ratio quota. Unless the Board determines that there is a public need and desire including government sanctioned economic revitalization and states in and order issuing the license the reasons for its decision to exceed the population ratio quota.

In Washington County, except for a Class B Restaurant (on sale) license issued to a restaurant and any class of alcoholic beverages license renewed or transferred for the same premises, an alcoholic beverages license exceeds the population ratio quota.

“Restaurant” means an establishment that:

1. Is located in a permanent building.
2. Regularly sells and serves food to the general public.
3. Has a seating capacity of at least:
 - A. 50 people for a Class B Restaurant alcohol beverages (on-sale) license.
4. Has on an annual basis, gross sales of food and non-alcoholic beverages that exceed its annual gross sales of alcoholic beverages.

Effective July 1, 2016 – Updated 02/05/2025

TOBACCO, HOOKAH & VAPOR FACILITIES, BARS, LOUNGES, ETC.

Tobacco, Hookah or Vapor Facilities, Bars, Lounges, etc., are not permitted to sell or serve alcoholic beverages in Washington County, Maryland.

Effective July 1, 2022 – Updated 02/05/2025

BOTTLE SERVICE

To: All Washington County Liquor Licensees

Subject: Prohibition of Bottle Service in Washington County, Maryland

Please be advised that “bottle service” is strictly prohibited under local alcohol laws and regulations within Washington County, Maryland.

Bottle service refers to the practice of selling or delivering full, unopened bottles of liquor or spirits to patrons at their tables for self-service consumption.

Bottle service can also include the service of a VIP host and cocktail waitresses colloquially known as bottle girls, who will ensure that patrons have sufficient mixers and will often make drinks using the patrons' liquor bottle and mixers.

This practice is **NOT PERMITTED** under the terms of any class of alcoholic beverage license issued in Washington County, Maryland.

Pursuant to Maryland Alcoholic Beverages Article and the rules enforced by the Washington County Board of License Commissioners (Liquor Board), all sales and liquor services must be conducted by authorized staff in accordance with applicable serving and portion control requirements.

Allowing patrons bottle service in any manner, violates these regulations and may result in administrative penalties, including fines, suspension, or revocation of your license.

In short, bottle service is PROHIBITED in Washington County, Maryland and should not be advertised, offered, or permitted by any licensed establishment.

COMPLAINTS

Complaints will need to be addressed by calling, emailing the Liquor Board or the Liquor Boards website and setting up an appointment.

Updated & Effective: February 02/05/2025

CLASS OF

LICENSE

CLASS A - RETAIL

Class A - (Off-Sale) beer, beer and wine or beer, wine and liquor license shall be issued by the license issuing authority of the county in which the place of business is located. A license under this section authorizes the license holder to sell beer, beer and wine or beer, wine and liquor at the place described in the license. The license holder shall sell the beer, beer and wine or beer, wine and liquor in a sealed package or container that may not be opened, or its contents consumed on the licensed premises. **Annotated Code of Maryland Alcoholic Beverage Laws - 31-901.** The annual fee shall be **Beer \$100.00, Beer and Wine \$150.00, Beer, Wine and Liquor \$600.00, Special Sunday license \$250.00**

Updated & Effective: February 02/05/2025

CLASS A – RETAIL DELIVERY SERVICE PERMIT

**WC Boards Condensation or Rules and Regulations: for the privilege of
4-507 & 4-1107 Class A - Local Delivery Service Permit.**

REGULATIONS FOR A CLASS A RETAIL LICENSE HOLDERS

1. Deliveries can only be made by a Class A retail license holder or employee of the license holder.
2. The delivery person must be 21 years of age or over.
3. The delivery person must have a valid driver's license, registration & insurance.
4. The delivery person must be fingerprinted by the Board and cannot have any felonies.
5. Delivery drivers must obtain and have a Washington County Liquor Board Identification Card around their neck during all deliveries.
6. The delivery person must be alcohol awareness certified.
7. The person who is ordering the alcohol and receiving the alcohol is 21 years of age or older and provides a valid identification at the time of delivery.
8. All alcoholic beverages must be provided in the manufacturer's original sealed container.
9. Delivery Hours are set by the Washington County Liquor Board.
10. The liability rests completely on the owner, licensees, and the delivery person.
11. All delivery transactions must be filed and kept for one (1) year.

CLASS A RETAIL LICENSE DELIVERY SERVICE PERMIT MY NOT DELIVER

1. An individual who does not provide a valid identification proving that the individual is at least 21 years of age.
2. To another premises licensed to sell or serve alcoholic beverages.
3. An individual located outside the jurisdiction where the retail license holder is located.

CLASS A RETAIL LICENSE DELIVERY SERVICE PERMIT IS SUBJECT TO THE FOLLOWING PENALTIES FOR VIOLATING THIS SECTION:

1. The first violation is a fine of \$1,000.
2. Second violation is a fine of \$3,000 and a suspension of the Delivery Service Permit for 30 days.
3. Third violation a fine of \$6,000 and a suspension of the Delivery Service Permit for 60 days.
4. For any subsequent violation, revocation of the local Delivery Service Permit.

YEARLY LICENSE REQUIREMENTS:

1. Only two (2) Washington County Liquor Board Identification Cards will be given to the Class A Delivery Service Permit holder.
2. Identification cards must be returned to the Liquor Board when the Driver is no longer employed by the license holder.
3. Delivery Logbook must include customers' name, address, what items were ordered and a copy of receipt or online invoice with the customers' signature.

4. Delivery Logbook will be periodically checked by Liquor Board Commissioner or Inspector.
5. Licensees that have the Delivery Service Permit must file a delivery report by the 10th of each month. This report must be accompanied by copies of all invoices and receipts and the Boards Delivery Service Permit Log form for the previous month. The licensee must retain a copy of all delivery forms for a period of one year. Failure to file a timely report and copies needed may result in a fine, fine and suspension or termination of the licensee's Delivery Service Permit.

YEARLY IDENTIFICATION CARD GUIDELINES: (will consist of the following)

1. Establishments Name and Address
2. Delivery Drivers Photo and Name
3. Delivery Drivers ID number
4. Issued Date
5. Expiration Date
6. Hours of Delivery:

Monday through Saturday – Noon to 10 pm

Sunday – 11 am to 10 pm

YEARLY LOCAL DELIVERY SERVICE PERMIT FEE:

\$1,000.00 for a Class A Delivery Service Permit

\$45.00 for an Identification Card (Provided by the Liquor Board)

Fees for Finger Printing will vary.

THIRD-PARTY CONTRACTOR, INDEPENDENT CONTRACTOR, OR AN AGENT PERMIT

1. *The Washington County Liquor Board prohibiting a permit for Third-Party Contractors, Independent Contractors or an agent that holds a local delivery service permit, issued under §4-1107 of this title; and has contracted with the retail license holder to make deliveries of alcoholic beverages. Also, all Third-Party Contractors Ordering Plat Forms are prohibited, any Class A Delivery Service Permit licensee that is violation of using Third-Party Contractors, Independent Contractors or an agent that holds a local delivery service permit or Plat Form, the retail license holder license could receive one of the following, a fine or a fine & suspension or a fine & revocation.*

Effective: July 1, 2024 – Updated 02/05/2025

CLASS B

Class B (On & Off-Sale)

1. The holder of the license may keep for sale and serve beer, wine and liquor at retail for consumption on the licensed premises.
2. Licensee shall not sell, serve nor furnish any alcoholic beverages, other than beer or wine, liquor shall only be sold on a per drink basis for consumption on the licensed premises.
3. Only factory sealed containers for off sale consumption are allowed.
4. No open cans or bottles can be removed from the licensed premises.
5. Beer, wine and liquor, bottles shall be destroyed when original contents are emptied and not refilled.
6. Beer, wine & liquor must be purchased from licensed distributors licensed to distribute in the state of Maryland.
7. An Alcohol Awareness certified person or persons must always be on duty during hours of operation, in the areas where alcoholic beverages are sold and served.
8. There is no objection to minors visiting a licensed establishment in the company of their parents or legal guardians, provided the purpose is to consume a regularly prepared meal.
9. No person under the age of 21 shall be seated at the bar at any time.

(Annotated Code of Maryland Section 03.02.01.03).

There is no objection to minors visiting Class B establishments in the company of their parents or legal guardians, provided the purpose is to consume a regularly prepared meal. No person under the age of 21 shall be seated at the bar at any time. The annual fee shall be for Beer \$50.00, Beer and Wine \$200.00 and Beer, Wine and Liquor \$1000.00. Special Sunday license \$250.00.

CLASS C - CLUB

Class C – Club (on-sale only) – beer, wine & liquor shall be issued by the license issuing authority of Washington County, in which the place of business is located.

(a) The license authorizes the license holder to sell beer, wine & liquor at a Club, at the place described in the license, for on-premises consumption only.

(b) Licensee shall not sell, serve nor furnish any alcoholic beverages, other than beer or wine, liquor shall only be sold on a per drink basis for consumption on the licensed premises.

The Boards applicable guidelines for a Class C – Club license

1 - The license holder must be a 501(C)(7) social club and have an active charter.

2 - Their primary purpose and activities of the club must be for the pleasure and recreation of its members.

3 - It must be primarily supported by membership fees, dues, and assessments, with a limited amount of income from non-membership sources and investment income.

4 - The club must have an established membership list for individuals.

5 - The club's written policies may not discriminate against any person on the basis of race, gender, or religion.

The Boards applicable rules for a class C – Club license

1 - The holder of the license may keep for sale and serve beer, wine and liquor at retail for consumption on the licensed premises.

2 - No open cans or bottles can be removed from the licensed premises.

3 - Beer, wine and liquor, bottles shall be destroyed when original contents are emptied and not refilled.

4 - Beer, wine & liquor must be purchased from licensed distributors licensed to distribute in the state of Maryland.

5 - An Alcohol Awareness certified person or persons must always be on duty during hours of operation, in the areas where alcoholic beverages are sold and served.

6 - There is no objection to minors visiting a licensed establishment in the company of their parents or legal guardians, provided the purpose is to consume a regularly prepared meal.

7 - No person under the age of 21 shall be seated at the bar at any time.

The Washington County Liquor Board have removed the verbiage for the Class C – Club regarding their bi-laws and how they maintain and mandate their licensed establishments. The guidelines are based on who can apply for a Class C – Club license and the applicable rules are how we regulate a Class C – Club license, moving forward and updated and effective on February 5, 2025.

There is no objection to minors visiting Class C - Club establishments in the company of their parents or legal guardians, provided the purpose is to consume a regularly prepared meal. No person under the age of 21 shall be seated at the bar at any time.

There must be three (3) licensees on a Class C Club license, it can be one Board Member or Officer and two regular members or employees. Updated 7/1/2020

The annual license fee shall be \$500 for clubs with less than 600 members (including social members) and \$1000 for clubs with 600 or more members (including social members). Special Sunday license \$250.00.

Updated & Effective: 02/05/2025

CLUB SPECIAL EVENT LICENSE –

Starting June 1, 2013, all clubs must obtain a one-day special event license if you are having an event **off your licensed premise**. You must come into the Washington County Liquor Board to obtain your one-day event application for this event the application must be signed by all licenses and by the owner of the location of the event.

The licensee must comply with all relevant City and County Ordinances, as well as all Health Department and Fire Marshal Codes and/or requirements regarding usage, noise control, etc. The license must provide fencing for each event. The height, size, construction and security aspects of the fence or privacy shield shall be considered by the Board on a case-by-case basis. In considering the plans for the fence or privacy shield, the Board will consider the architectural structure, the neighborhood, the aesthetic appearance of the structure, and the security of the area where the event will take place. The security fence or privacy shield containing the area must be such that it prevents alcoholic beverages from being passed out through it. The board will consider the demographic location of the establishment regarding noise violations and/or maintaining the peace and quiet of the neighborhood on an individual basis. All laws and regulations regarding control of licensed premises must be observed in outside areas.

A license must be displayed on the premises at the time alcohol is delivered and during any time of serving and/or consumed. Persons under the age of twenty-one (21) shall not be served nor consume any alcoholic beverage. No alcohol beverage shall be taken out of the licensed premises. No other alcoholic beverage shall be brought into the licensed premises, other than by the license holder.

Someone must control dispensing so that persons are not illegally served, nor over-served. Weekday legal hours of serving and/or consuming are from 6:00 a.m. to 2:00 a.m. the following morning. Sunday legal hours of serving and/or consuming are from 12:00 noon to 12:00 midnight.

Fee - \$100.00 per day –

Updated & Effective: 02/05/2025

CLASS C – GOLF COURSE –

Class C - Golf Course (On-Sale Only) beer, wine and liquor licenses may be issued to a public golf course or organization that has a regular or championship golf course with a minimum of nine holes. This shall be for consumption only in the buildings, including the clubhouse, and adjoining land used for golfing purposes. A patron need not be seated to be served or consume alcoholic beverages. No alcohol may be taken off the license's premises.

- 1 - The holder of the license may keep for sale and serve beer, wine and liquor at retail for consumption on the licensed premises.
- 2 - Licensee shall not sell, serve nor furnish any alcoholic beverages, other than beer or wine, liquor shall only be sold on a per drink basis for consumption on the licensed premises.
- 3 - No open cans or bottles can be removed from the licensed premises.
- 4 - Beer, wine and liquor, bottles shall be destroyed when original contents are emptied and not refilled.
- 5 - Beer, wine & liquor must be purchased from licensed distributors licensed to distribute in the state of Maryland.
- 6 - An Alcohol Awareness certified person or persons must always be on duty during hours of operation, in the areas where alcoholic beverages are sold and served.
- 7 - There is no objection to minors visiting a licensed establishment in the company of their parents or legal guardians, provided the purpose is to consume a regularly prepared meal.
- 8 - No person under the age of 21 shall be seated at the bar at any time.

(Annotated Code of Maryland Section 03.02.01.03).

There is no objection to minors visiting Class C – Golf Course establishments in the company of their parents or legal guardians, provided the purpose is to consume a regularly prepared meal. No person under the age of 21 shall be seated at the bar at any time.

The annual license fee will be \$1000.00.

Special Sunday license \$250.00.

CLASS C – COUNTRY CLUB –

Class C - Country Club License (On-Sale Only) beer, wine and liquor shall authorize holder thereof to keep for sale and to sell all alcoholic beverages at retail to members and their guests, at the place therein described. This shall be for consumption only in the buildings, including the Country Club, and adjoining land used for golfing purposes. A patron need not be seated to be served or consume alcoholic beverages. No alcohol may be taken off the license's premises.

[Annotated Code of Maryland Section 6-301(w)(3)].

- 1 - The holder of the license may keep for sale and serve beer, wine and liquor at retail for consumption on the licensed premises.
- 2 - Licensee shall not sell, serve nor furnish any alcoholic beverages, other than beer or wine, liquor shall only be sold on a per drink basis for consumption on the licensed premises.
- 3 - No open cans or bottles can be removed from the licensed premises.
- 4 - Beer, wine and liquor, bottles shall be destroyed when original contents are emptied and not refilled.
- 5 - Beer, wine & liquor must be purchased from licensed distributors licensed to distribute in the state of Maryland.
- 6 - An Alcohol Awareness certified person or persons must always be on duty during hours of operation, in the areas where alcoholic beverages are sold and served.
- 7 - There is no objection to minors visiting a licensed establishment in the company of their parents or legal guardians, provided the purpose is to consume a regularly prepared meal.
- 8 - No person under the age of 21 shall be seated at the bar at any time.

(Annotated Code of Maryland Section 03.02.01.03).

There is no objection to minors visiting Class C – Country Club establishments in the company of their parents or legal guardians, provided the purpose is to consume a regularly prepared meal. No person under the age of 21 shall be seated at the bar at any time.

The annual fee shall be \$1000.00.

The special Sunday license is \$250.00.

CLASS D –

Class D – Bar or Tavern (On and Off-Sale)

- 1 - The holder of the license may keep for sale and serve beer, wine and liquor at retail for consumption on the licensed premises.
 - 2 - Licensee shall not sell, serve nor furnish any alcoholic beverages, other than beer or wine, liquor shall only be sold on a per drink basis for consumption on the licensed premises.
 - 3 - No open cans or bottles can be removed from the licensed premises.
 - 4 - Beer, wine and liquor, bottles shall be destroyed when original contents are emptied and not refilled.
 - 5 - Beer, wine & liquor must be purchased from licensed distributors licensed to distribute in the state of Maryland.
 - 6 - An Alcohol Awareness certified person or persons must always be on duty during hours of operation, in the areas where alcoholic beverages are sold and served.
 - 7 - There is no objection to minors visiting a licensed establishment in the company of their parents or legal guardians, provided the purpose is to consume a regularly prepared meal.
 - 8 - No person under the age of 21 shall be seated at the bar at any time.
- (Annotated Code of Maryland Section 03.02.01.03).**

There is no objection to minors visiting Class D establishments in the company of their parents or legal guardians, provided the purpose is to consume a regularly prepared meal. No person under the age of 21 shall be seated at the bar at any time. Annual Fee is Beer \$100.00, Beer and Wine \$150.00 and Beer, Wine and Liquor \$750.00. Special Sunday license is \$250.00.

CLASS B RESTAURANT –

Class B Restaurant (On-Sale Only)

- (1) A separate license, called a Class “B” (on sale only) “restaurant license” may be issued countywide by the Board of License Commissioners and the Class “B” (on sale only) “restaurant license” are excluded from being factored in calculating Washington County’s “population ratio quota” for alcoholic beverage licenses.
- (2) The holder of a Class “B” (on sale only) “restaurant license” may only sell alcoholic beverages for consumption on the premises only. Alcoholic beverages may not be catered off the licensed premises.
- (3) Licensee shall not sell, serve nor furnish any alcoholic beverages, other than beer or wine, liquor shall only be sold on a per drink basis for consumption on the licensed premises.
- (4) Located in a permanent building with ample space and accommodations commonly known as a restaurant where hot and cold meals are habitually prepared, sold and served to the public during the hours it is regularly open for business.
- (5) Having a dining area or areas with sufficient tables, chairs or booths to comfortably seat and accommodate 50 patrons, this does not include the bar area.
- (6) It shall be equipped with sufficient kitchen and dining facilities for preparing and serving regular meals to the public.
- (7) A menu shall be maintained, advertising the serving of a variety of food and food must be available at all times when alcohol is being served and or consumed.
- (8) On an annual basis, 51% percent of gross sales of food and of non-alcoholic beverages shall exceed annual 49% percent gross sales of alcoholic beverages.
- (9) All Class “B” (on sale only) “restaurant license” will be required to submit a Food Alcohol Ration Report at Renewal time.
- (10) On the Food Alcohol Ration Report a Class “B” (on sale only) “restaurant license” will have to submit all establishment information including sales for the past fiscal year, which will include food and alcoholic beverage amounts and percentages, they will also include their most recent menu. It will need to be completed and signed by licensees or accountant and notarized.
- (11) No open cans or bottles can be removed from the licensed premises.
- (12) Beer, wine and liquor, bottles shall be destroyed when original contents are emptied and not refilled.
- (13) Beer, wine & liquor must be purchased from licensed distributors licensed to distribute in the state of Maryland.
- (14) An Alcohol Awareness certified person or persons must always be on duty during hours of operation, in the areas where alcoholic beverages are sold and served.
- (15) No person under the age of 21 shall be seated at the bar at any time.

The annual fee is \$350.00 for a beer, \$400.00 for a beer and wine, \$750.00 for a beer, wine and liquor, \$250.00 for a Special Sunday license

SPECIAL SUNDAY LICENSE –

This license shall authorize sales between the hours of 12:00 noon and 12:00 midnight, for all Class of Licenses.

All Classes of licensees may sell and serve alcoholic beverages from **11:00 am to 12:00 midnight, providing the customer is also consuming a meal.**

The annual fee is \$250.00 for a Special Sunday.

MULTI-USE SPORTS & EVENTS FACILITY LICENSE

- (a) In this section, “premises” includes the entire Multi-Use Sports & Events Facility.
- (b) There is a Multi-Use Sports & Events Facility Beer, Wine, & Liquor License.
- (c) The Board may issue the license to the owner of a professional baseball team franchise that may be in any form of business organization, including partnership, corporation, and limited liability company, that will operate as a Multi-Use Sports & Events Facility.
- (d)(1) The license authorizes the license holder to sell Beer, Wine & Liquor:
 - (2) For on-premises consumption to individuals present at any event held in the Multi-Use Sports & Events Facility; and
- (e)(1) The license holder may not allow an individual to carry alcoholic beverages onto or from the licensed premises.
 - (2) The license holder must have all staff including managers’ alcohol awareness certified and crowd control certified.

(Annotated Code of Maryland Section § 31-102)

The annual 7-day yearly license fee is \$2,500.00.

Effective July 1, 2024 – Updated 02/05/2025

GROWLER LICENSE / Refillable Container License – Draft Beer

HB835 - In Washington County this bill applies to all Class A, Class B and Class D licensees who currently have a beer, beer and wine or a beer, wine and liquor license privilege. The Board will issue a yearly growler license, upon request, to any licensee who meets the above requirements. This law will take effect on **July 1, 2015**.

Annual license fee of:

1. \$500.00 for an applicant whose alcoholic beverage license does not have an off-sale privilege; and
2. \$50.00 for an applicant whose alcoholic beverage license has an off-sale privilege; and
 - (1) An applicant that holds a license without an off-sale privilege shall meet the same advertising, posting of notice, and public hearing requirements as those for the license that the applicant holds.
3. Hours – The hours of sale for a refillable container license:
 - (1) Begin at the same times as those for the license already held by the person to whom the refillable container license is issued; and
 - (2) End at midnight.

GROWLER REQUIREMENTS

The requirements for the growlers are found in Annotated Code of Maryland § 21-107

To be used as a refillable container for beer or wine under the authority of a refillable container permit issued under this article, a container shall:

1. **Draft Beer** - Have a capacity of not less than 32 ounces and not more than 128 ounces.
2. The refillable container must be sealed with a tamper-proof seal that attaches to the container after it is refilled by the licensee and remain sealed at all times while on the licensed premises. It must contain the following: Establishments Name, Product Name, Fill Date, expires 48 hours after purchased and Bar Code if needed.
3. Be branded with an identifying mark of the seller of the container.
4. Bear the Federal Health Warning Statement required for containers of alcoholic beverages under 27 C.F.R. §16.21;
5. Display instructions for cleaning the container; and
6. Bear a label stating that:
 1. Cleaning the container is the responsibility of the consumer

A retailer may refill a growler from any other retailer, even from outside the State, if the container meets the above requirements.

27 C.F.R., § 16.21: Mandatory Label Information:

There shall be stated on the brand label or separate front label or on a back or side label, separate and apart from all other information, the following statement:

GOVERNMENT WARNING: (1) According to the Surgeon General, women should not drink alcoholic beverages during pregnancy because of the risk of birth defects. (2) Consumption of alcoholic beverages impairs your ability to drive a car or operate machinery and may cause health problems.

Effective July 1, 2015 – Updated 02/05/2025

GROWLER LICENSE - Refillable, Resealable Container - Wine / Wine Slushies - 31-1102.1 - Class A only (off sale only) license holders

Hours – The hours of sale for a refillable, resealable container license:(1) Begin at the same times as those for the license already held by the person to whom the refillable, resealable container license is issued; and (2) End at midnight.

GROWLER REQUIREMENTS - for Wine / Wine Slushies - Class A - BWL (off sale only) license

- (a) There is a refillable, resealable container permit.
- (b) A refillable, resealable container permit authorizes the permit holder to:
 - (1) Sell wine for off - premises consumption in a refillable, resealable container that meets the standards set out in subsection (d) of this section; and
 - (2) Sell and refill a refillable, resealable container that meets the standards set out in subsection (d) of this section.
- (c) (1) The term of a refillable, resealable container permit is the same as that of the underlying license.
 - (2) The hours of sale for a refillable, resealable container permit are the same as those for the underlying license.
- (d) (1) To be used as a refillable, resealable container for wine under the authority of a refillable container permit, a container shall:
 - (i) have a capacity of not less than 17 ounces and not more than 34 ounces.
 - (ii) be sealable; with a label that goes across the top of the lid and attaches to the container. Must state the name of the licensed establishment, name of the product, fill date and expires 48 hours after opening. **(SEE BELOW)**
 - (iii) be branded with an identifying mark of the seller on the container.
 - (iv) bear the federal health warning statement required for containers of alcoholic beverages under 27 C.F.R. 16:21;
 - (v) display instructions for cleaning the container; and
 - (vi) bear a label stating that cleaning the container is the responsibility of the consumer.
- (2) The Comptroller may adopt standards regarding containers that qualify for use as refillable containers for wine, including containers originating from outside the State.
- (3) The holder of a refillable, resealable container permit may refill a refillable, resealable container originating from inside or outside the State that meets the standards adopted by the Comptroller under paragraph (2) of this subsection.

Mandatory Label Information: There shall be stated on the brand label or separate front label or on a back or side label, separate and apart from all other information, the following statement:

GOVERNMENT WARNING: (1) According to the Surgeon General, women should not drink alcoholic beverages during pregnancy because of the risk of birth defects. (2) Consumption of alcoholic beverages impairs your ability to drive a car or operate machinery and may cause health problems.

Any refillable, resealable container (except a flimsy to go cup with a lid) is acceptable to the Washington County Liquor Board, if it meets the Growler requirements, anyone in violation of using a flimsy to go cup with lid may receive a fine, fine and suspension, or fine and revocation.

Annual Fee is \$50.00 for an applicant with off sale privileges.

Effective: June 1, 2024 – Updated 02/05/2025

CROWLER LICENSE / Non-Refillable Container License – Draft Beer

The Maryland General Assembly approved a Crowler bill for alcohol beverage licensees during the 2016 session. In Washington County this bill applies to all class A, class B and class D licensees who currently have a beer, beer and wine or a beer, wine and liquor license off-sale privilege. The Board may issue a Crowler Non-refillable Container Permit – Draft Beer to a licensee that already holds a Growler permit OR completes the application for a Crowler.

Annual license fee of:

1. \$500.00 for an applicant whose alcoholic beverage license does not have an off-sale privilege; and
2. \$50.00 for an applicant whose alcoholic beverage license has an off-sale privilege; and an applicant that holds a license without an off-sale privilege shall meet the same advertising, posting of notice, and public hearing requirements as those for the license that the applicant holds.
3. Hours – The hours of sale for a non-refillable container license:
Begin at the same times as those for the license already held by the person to whom the non-refillable container license is issued; and end at midnight.

CROWLER REQUIREMENTS

The requirements for the crowler are found in Annotated Code of Maryland § 4-1106 (non-refillable container permit – Draft Beer) subject to § 31-1102 of this subtitle 31-1102.1.

To be used as a non-refillable container for draft beer under the authority of a non-refillable container permit issued under this article, a container shall:

- Be constructed out of aluminum.
- Be sealable; and always remain sealed on the licensed premises.
- Be branded with an identifying mark of the seller of the container and.
- Bear the Federal Health Warning Statement required for containers of alcoholic beverages under 27 C.F.R. §16.21;

27 C.F.R., § 16.21: Mandatory Label Information:

There shall be stated on the brand label or separate front label or on a back or side label, separate and apart from all other information, the following statement:

GOVERNMENT WARNING: (1) According to the Surgeon General, women should not drink alcoholic beverages during pregnancy because of the risk of birth defects. (2) Consumption of alcoholic beverages impairs your ability to drive a car or operate machinery and may cause health problems.

Effective July 1, 2017 – Updated 02/05/2025

THEATER LICENSE –

The holder shall comply with all rules and regulations applicable to the issuance of the principal Class B Theater license with all municipal ordinances and Fire and Health Department regulations.

The Board may issue the license for use in a theater that:

- (1) It is operated by a nonprofit organization
- (2) Appears on the National Register of Historic Places
- (3) Accommodates at least 1,400 individuals; and
- (4) It is located on the South side of Hagerstown.

The license authorizes the license holder to sell beer, wine, and liquor for on-premises consumption only to persons who are attending a performance or an event that is held at the theater.

The applicant(s) submit herewith a statement duly executed and acknowledged by the owner of the premises in which the business is to be conducted, assenting to the granting of the license applied for, authorizing the Comptroller, his duly authorized deputies, inspectors and clerks, the Board of License Commissioners for the aforesaid County, its duly authorized agents and employees, and any peace officer of said County, to inspect and search, without warrant, any and all parts of the premises where said business is to be conducted, at any and all hours. Any outside event must be approved by the Board of License Commissioners.

Annotated Code of Maryland § 31-1006

The Annual fee is \$1,000.00

Effective 7/1/2018 – Updated 02/05/2025

CINEMA / THEATER LICENSE –

The holder shall comply with all rules and regulations applicable to the issuance of the principal Class CT (Cinema/Theater) (on sale) license with all municipal ordinances and Fire and Health Department regulations.

The Board may issue a Class CT (Cinema/Theater) (on sale) beer, wine and liquor license for use in a Cinema or Theater that is in a building that is designed or used primarily for the exhibition of motion pictures to the public. Has a capacity to hold at least 100 permanently installed seats and has a minimum of six movie cinema/theater rooms.

The Board authorizes the license holder to sell beer, wine and liquor for on-premises consumption by the drink, bottle and can in a designated area of the lobby for 45 minutes before a movie starts and in a VIP room that holds special events, 45 minutes before a movie starts and during the showing of the movie, to an individual who has a ticket to the movie and proper identification.

A license holder may exercise the privileges of the license from Monday through Saturday and Sunday with a Special Sunday License only during their hours of operation. A license holder may sell beer, wine and liquor without serving food. A license holder or an individual serving beer, wine and liquor may not mix the contents of one bottle with the contents of another bottle and they shall dispose of or destroy all empty bottles and cans.

The license holder must obtain a crowd control training certificate from a program that is certified by the Board and there must be one certified crowd control manager on the licensed premises for every 250 individuals present anytime while selling beer, wine and liquor. Annotated Code of Maryland.

The license holder shall require one individual who has completed a certified alcohol awareness program to be on the licensed premises at all times when alcohol is being served.

The Board may adopt regulations to carry out this section. **Annotated Code of Maryland §31-1001.1**

The annual license fee is: \$1,000

Effective July 1, 2017 – Updated 02/05/2025

HOTEL / MOTEL –

The holder shall comply with all rules and regulations applicable to the issuance of the principal Hotel/Motel (on sale) license with all municipal ordinances and Fire and Health Department regulations.

The Board may issue a Hotel/Motel (on sale) beer, wine and liquor license for use in a Hotel or Motel that is in a building with at least three (3) stories tall that was originally constructed for hotel or motel purposes; has a capital investment of at least \$500,000.00 and contains at least one passenger elevator, at least 100 rooms to accommodate the public and a lobby with a registration and mail desk and seating facilities and a ballroom, conference room or banquet room.

A license holder may sell beer, wine and liquor at a hotel / motel or restaurant at the place described in the license for on premises consumption through room service or otherwise to registered guests or by the glass, bottle or can to individuals attending an event in a ballroom, conference room or banquet room.

The privileges of the license may be exercised for on and off premises consumption if:

- (a) The license was issued on or before June 30, 2016, with an off-sale privilege and the license holder has operated a retail store on the licensed premises since at least June 30, 2016.
- (b) All other licenses that do not follow the above (a) section will be for on-premises consumption only.
- (c) The license holder shall notify the Board before constructing or altering an area on the premises where beer, wine and liquor are sold.
- (d) The Board may adopt regulations to carry out this section, including regulations that provide for the manner of dispensing beer, wine and liquor under the license, provide for the manner of dispensing beer, wine and liquor under the license, provide for the hours and days of sale and limit the quantity of alcoholic beverages that may be sold to an individual as a single serving or during a 24-hour period.

A license holder may sell beer, wine and liquor without serving food. A license holder or an individual serving beer, wine and liquor may not mix the contents of one bottle with the contents of another bottle or refill into smaller bottles and they shall dispose of or destroy all empty bottles and cans.

The license holder must obtain a crowd control training certificate from a program that is certified by the Board and there must be one certified crowd control manager on the licensed premises for every 250 guests of the hotel / motel.

The license holder shall require one individual who has completed a certified alcohol awareness program to be on the licensed premises at all times when alcohol is being served.

The annual license fee is \$1,000 for beer, wine and liquor, \$250.00 for a Special Sunday license

Effective May 4, 2017 – Updated 02/05/2025

UNIVERSITY/COLLEGE LICENSE-

The holder shall comply with all rules and regulations applicable to the issuance of the principal University/College - BWL (on sale only) license with all municipal ordinances and Fire and Health Department regulations.

1. The holder shall comply with all rules and regulations applicable to the issuance of the principal University/College license with all municipal ordinances and Fire and Health Department regulations.
2. The holder must be a university or college that accommodates over 10 students.
3. The University/College license is only for a university or college that offers a Hospitality and Tourism Management Degree Program and within offers courses that provide a comprehensive study of alcoholic beverages, with an emphasis on the origin, production, classification, and service of beer, wine and liquor which will include bartending, alcohol awareness, liability, and the responsible serving of alcoholic beverages.
4. The license holder shall ensure that at least one instructor is certified by an alcohol awareness program and that they are there during the hours and days of the course.
5. The license holder is only authorized to have beer, wine and liquor in the class that offers the study of alcoholic beverages.
6. The license holder must provide a drawing of the building and the class area that will be offering the study of alcoholic beverages and the locked storage facility where the alcohol will be stored, except during the hours & days of the classes.
7. The license holder authorizes the Comptroller, his duly authorized deputies, inspectors and clerks and the Board of License Commissioners for the aforesaid County, its duly authorized inspectors, employees, and any peace officer of said County, to inspect and search, without warrant, and all parts of the premises where said business is to be conducted, at any and all hours.
8. The license holder must submit a form 14 days before each class begins. It must document the dates of the course along with the hours of the course.
9. The University/College license for which this application is made is to be for the period beginning on the date the license is issued and ending June 30th next, from date hereof, and the applicant(s) tender herewith.
10. May purchase beer, wine and liquor from a licensed distributor or a license retail establishment within the state of Maryland.

The annual license fee is \$750.00 6-day license, \$250.00 Special Sunday license.

Effective July 1, 2022 – Updated 02/05/2025

CATERER'S LICENSE – Article 2B §31-1201 –

Established

- (a) There is a local caterer's license.

Authorized holder

- (b) (1) Subject to paragraph (2) of this subsection, the Board may issue the license to the holder of a Class B (on sale and off sale) beer, wine and liquor license.
(2) Before the Board issues or renews the license, the county health department shall approve the food preparation facilities for a catered event.

Scope of authorization

- (c) The license authorizes a holder to:
 - (1) Provide beer, wine, and liquor at an event that is held off the premises for which the holders Class B (on-sale and off-sale) beer, wine and liquor license is issued and
 - (2) Exercise the privileges of the license only during the hours and on the days authorized for the holders Class B (on sale and off sale) beer, wine and liquor license.

Duties

- (d) The license holder shall:
 - (1) Prepare, deliver, and provide food for consumption at the catered event.
 - (2) Provide the service employees to serve the beer, wine and liquor at the catered event; and
 - (3) Ensure that at least one service employee is certified by an alcohol awareness program under §4-505 of this article and is on the premises at all times during the catered event.
 - (4) Holder shall submit a completed catered event notice to the Board of License Commissioners at least fourteen (14) days prior to the event.
 - (5) The applicant(s) submit herewith a statement duly executed and acknowledged by the owner of the premises in which the business is to be conducted, assenting to the granting of the license applied for, authorizing the Comptroller, his duly authorized deputies, inspectors and clerks, the Board of License Commissioners for the aforesaid County, its duly authorized agents and employees, and any peace officer of said County, to inspect and search, without warrant, any and all parts of the premises where said business is to be conducted, at any and all hours.

Fee

- (e) The annual license fee is \$1,500.00**

Effect of section

- (f) This section does not require a holder of a Class B (on sale and off-sale) beer, wine and liquor license to obtain a local caterer's license for catering on the premises for which the Class B license is issued. All other catering licenses established before May 23, 2017 are grand fathered in.

Effective July 1, 2016 – Updated 02/05/2025

SIDEWALK CAFÉ / PATIO LICENSE

There is a sidewalk café/patio license. (b) The Board may issue the license to a holder of or an applicant for a Class B, Class B Restaurant or Class D license. (c) The license authorizes the license holder to sell and serve alcoholic beverages in an area approved by the Board. (d) To maintain a sidewalk café/patio license, the license holder shall:

(1) comply with regulations applicable to the issuance of the underlying Class B, Class B Restaurant or Class D license
(2) observe all County, City and municipal ordinances including zoning, fire and health department regulations, and, if applicable, any landlord requirements regarding property usage and noise control; and ensure that at least one employee certified by an alcohol awareness program is on the premises at all times during the operation of the sidewalk cafe; and
(3) keep the kitchen open during all hours of operation and have prepared meals available to be served in the sidewalk cafe/patio.

(e) (1) in accordance with this subsection, before granting a license under this section, the board must approve the outdoor area of the premises where alcoholic beverages will be provided.

(2) the applicant shall submit for the board's approval any plan of a proposed renovation or construction of a sidewalk cafe/patio, deck, or other outdoor area on the premises, including the area of the premises where alcoholic beverages will be stored and sold.

(4) the board shall approve the height, size, construction, and security of a fence or privacy shield surrounding the outdoor space of the premises on a case-by-case basis, based on the following factors:

- (i) the architectural structure of the fence or privacy shield.
- (ii) the neighborhood within which the premises is situated.
- (iii) the aesthetic appearance of the fence or privacy shield; and
- (iv) the security of the premises.

(5) with approval from the board, the premises may include an outdoor serving bar if it also includes outdoor bar seating arrangements.

(6) (i) with approval from the board, music, live entertainment, or the viewing of televised sporting events may be permitted in the outdoor area of the premises.

(ii) in determining whether to approve music, live entertainment, or the viewing of televised sporting events, the board shall consider the demographic location of the premises with regard to noise violations or maintaining the peace and quiet of the neighborhood.

(f) a license holder may sell or serve alcoholic beverages in the sidewalk cafe/patio every day of the week from noon to midnight.

(g) (1) notwithstanding § 31–1903(a) of this title, a license holder shall require at least one employee who has completed a certified alcohol awareness program to be on the licensed premises at all times when alcohol is being served.

(2) no alcohol may be served and all alcohol must be secured when there is no employee who has completed a certified alcohol awareness program on the licensed premises.

The annual license fee is \$500.

Effective July 1, 2022 – Updated 02/05/2025 - this will be for all new and already licensed establishments

AMUSEMENT PARK LICENSE –

The operators of any amusement park, whether individual, an association of individuals, or a corporation, may be entitled to a license for the sale of beer within the confines of the park. The holder shall be entitled to sell beer at one or more locations within the park from 8:00am to 12:00 midnight on every day from May 1st through September 30th each year, except Sundays. The license shall be subject to all laws, rules and regulations applicable in Washington County to the sale of beer not inconsistent with the provisions of this section. **The annual fee shall be \$350.00. (Annotated Code of Maryland Section 8-222).**

BEER, WINE & LIQUOR TASTING LICENSE

BEER, WINE & LIQUOR TASTING LICENSE - In Washington County this bill applies to a **holder of any class of license** who currently holds a BWL license. The Board will issue a yearly beer, wine & liquor tasting license, upon request, to any licensee who meets the above requirements. **Annual license fees are stated below and are effective from July 1st to June 30th of each calendar year and are not rolled over to the next calendar year.** Hours – The hours of sale for Tastings: Begin and end, as the same hours held by the license holder. Scope of license: The Board of License Commissioners may issue a tasting license to permit on premises consumption of beer, wine & liquor for tasting or sampling purposes only to a **holder of any class of license** who currently holds a BWL license. The holder of a beer, wine & liquor tasting license may not charge for the tastings. The licensing shall notify the Board in writing at least 10 days in advance of any scheduled tastings. Multiple tastings are permitted on the same day and are considered multiple tastings. Licensees are permitted to post a sign advertising a beer, wine & liquor tasting with the day of the tasting event posted thereon. However, this sign can only be posted TEN (10) DAYS PRIOR TO THE EVENT and must be PROMPTLY TAKEN DOWN AT THE CLOSE OF THE TASTING. **Licensee must submit a Tasting Event Notification BLC Form #25 to the office of the Board of License Commissioners for Washington County for a single, or multiple tastings held per event date, either by mail or fax 301-797-4599 or email to the admin@wcliquorboard.com, ten (10) days prior to the event. If the license holder does not follow these guidelines a \$50.00 fine will be imposed.**

This rule shall also apply to newspaper advertisements and other media advertising with regard to the upcoming event. Banners are allowed to remain up if they state a specific day each month, such as the 2nd Saturday of every month, however they must imply that the licensee is having a tasting every week. The licensee must follow the guidelines as stated below, per product served.

BEER: A beer tasting event shall consist of a wholesale/supplier presenting various beers from a single brand owner. The retail beer tasting licensee may use each beer tasting event **for as many different beers from that brand owner** as they choose as long as each wholesaler and each brand is in compliance with State laws. The contents of each bottle may not be mixed with any other bottle, and all bottles shall be destroyed once they are empty. Servings of the various beer are limited to no more than **TWO OUNCES** of anyone beer to any one customer.

WINE: A wine tasting event shall consist of a wholesale/supplier presenting various wines from a single brand owner, except a Maryland winery. The retail wine tasting licensee may use each wine tasting event **for as many different wines from that brand owner** as they choose as long as each wholesaler and each brand are in compliance with State laws. The contents of each bottle may not be mixed with any other bottle, and all bottles shall be destroyed once they are empty. Servings of the various wines are limited to no more than **TWO OUNCES** of anyone wine to any one customer.

LIQUOR: A liquor tasting event shall consist of a wholesaler or supplier presenting various liquor from a single brand owner. The retail liquor tasting licensee may use each liquor tasting event for a **Maximum of (4) Four Bottles of Liquor from that brand owner** as long as each wholesaler and each brand is in compliance with State laws. The contents of each bottle may not be mixed with any other bottle, and all bottles shall be destroyed once they are empty. Servings of the various liquors are limited to no more than **ONE OUNCE OF A SINGLE LIQUOR TO A SINGLE CUSTOMER**. Tasting may not exceed 4 Hours.

Annual Fee

18 Beer, Wine & Liquor Tasting License - \$300.00

36 Beer, Wine & Liquor Tasting License - \$600.00

54 Beer, Wine & Liquor Tasting License - \$850.00

72 Beer, Wine & Liquor Tasting License - \$1,100.00

Updated January 29, 2025 – Updated 02/05/2025

STREET FESTIVAL LICENSE –

Special Class C (Street Festival) license will be issued to a bona fide entertainment events held in the Arts & Entertainment District in Hagerstown approved by the Mayor & City Council shall be required in accordance with Code Art. 2B Sections 7-101(t)(4) and 12-107(b)(2) and shall be issued by the Board, provided that the application for the license is filed with the Board at least 30 days prior to the first effective date of the license; and the following rules shall apply:

- A. Only one Special Class C Street Festival License shall be issued with respect to each such event.
- B. The license applicant/licensee:
 - 1. Shall be a bona fide not-for-profit club, society, association, or organization with corporate existence (corporation, charitable trust, foundation, etc.) and may not be an unincorporated association.
 - 2. Shall make an application in the form provided by the Board; and
 - 3. Shall submit with its license application:
 - (a) A copy of the City of Hagerstown's event approval, with a copy of the event details submitted to the City specifying, without limitation, the event dates, hours of service of alcoholic beverages, the event area and any street closures, the identity of any participating alcoholic beverage licensee's, proof of applicant's liquor liability insurance, etc.
 - (b) A copy of the applicant's IRS tax exempt status exemption determination letter or affirmation letter; and
 - (c) Such other information as specified by the Board in the application materials.
 - 4. Shall be responsible for the issuance of the required wristband, upon proof of legal age, to anyone to whom an alcoholic beverage is to be served by the special street festival licensee or by any participating licensee.
 - 5. Shall be responsible for the sale or distribution of the "designated container unique to the event" referred to in Art. 2B §12-107 (b)(11); and
 - 6. Shall be responsible for enforcing compliance with all alcoholic beverage laws, rules and regulations during the event, except on premises operated by other alcoholic beverage licenses.
- C. Special Class C Street Festival Licenses:
 - 1. Are issued on a per-diem basis, for up to 26 days per calendar year; and
 - 2. Shall be granted by the Board without need for publication or hearing.

Participation by Licensee's other than a Special Class C Street Festival Licensee in Hagerstown A&E District Street Festival.

- A. Each alcoholic beverages licensee other than the holder of the Special Class C Street Festival License issued with respect thereto desiring to participate in a bona fide entertainment event held in the Arts & Entertainment District in Hagerstown approved by the Mayor & City Council shall:
 - 1. Be listed in the application for the Special Class C Street Festival License issued with respect to such event; and
 - 2. Serve beer or wine for transporting and consumption off premises as contemplated by Art. 2B, §12-107 (b)(11) only
 - (i) In the designated container unique to the event sold or otherwise distributed by the Special Class C Street Festival Licensee specifically with respect to such event; and
 - (ii) To persons wearing the wristband distributed by the Special Class C Street Festival Licensee; and
 - 3. Shall otherwise be subject to all laws, rules and regulations otherwise applicable to his, her or its license.

\$100 a day fee

Effective Date June 1, 2015 – Updated 02/05/2025

PROFIT EVENT LICENSE FOR LICENSED ESTABLISHMENT –

Beginning July 1, 2013, all licensed establishments **except Clubs, Country Clubs and Golf Courses and Class A** must make an appointment to meet with the board regarding any and all outside events. All Class B, Class D, Class B Restaurant, Theater & Stadium licensees must apply for a Special Event License for all events that will be held outdoors. This Special Event License will be issued at the discretion of the Board of License Commissioners for Washington County based on the event's benefit to the community.

Plans for each event must be drawn up, dates of the event or events, submitted to, and discussed with, the Board for each event. The licensee must comply with all relevant City and County Ordinances, as well as all Health Department and Fire Marshal Codes and/or requirements regarding usage, noise control, etc. The licensee must provide to the Board written documentation from the Health Department and/or the Fire Marshal showing that these agencies have been contacted and that the event has been approved by their department.

Licensee must provide fencing for each event. The height, size, construction and security aspects of the fence or privacy shield shall be considered by the Board on a case-by-case basis. In considering the plans for the fence or privacy shield, the Board will consider the architectural structure, the neighborhood, the aesthetic appearance of the structure, and the security of the area where the event will take place. The security fence or privacy shield containing the area must be such that it prevents alcoholic beverages from being passed out through it. The board will consider the demographic location of the establishment with regard to noise violations and/or to maintaining the peace and quiet of the neighborhood on an individual basis. **All fencing must be removed immediately after each event.**

Establishments that are having an event **the cost of the license will be: \$100.00 for each event day.**
Effective 7/1/2015 – Updated 02/05/2025

ONE DAY EVENT PERMIT –

WHEN YOU DO NOT NEED AND ALCOHOLIC BEVERAGE LICENSE?

If a non-profit, society, corporation, organization or association holds an event that is serving or selling alcoholic beverages at an **alcoholic beverage licensed establishment** such as a **Class C - Club, Class B or a Class D - Tavern / Bar, Class B - Restaurant** then you **DO NOT** need a one-day event license.

If a non-profit, society, corporation, organization or association holds an event and there is a charge for admission, donation, ticket, advertisement or money exchanged BUT it states on the ticket or advertisement that it is BYOB, then you **DO NOT** need a one-day event license. This means that the organization selling the tickets cannot provide / sell / serve alcohol, nor can they take the alcohol from the ticket holder to serve it.

WHEN YOU DO NEED AND ALCOHOLIC BEVERAGE LICENSE?

If a non-profit, society, corporation, organization or association holding an event that is serving or selling alcoholic beverages at a **non-alcoholic beverage licensed establishment, a non-licensed area, even if it's catered or wineries, breweries or distilleries are supplying their wine or beer** and there is a charge for admission, donation, ticket, cash bar, advertisement or money exchanged in anyway such as purchasing from vendors of any kind or any other purchases, then you **DO** need a one-day event license.

NON-PROFIT MUST PROVIDE:

1. Non-Profit Organization must provide a copy of their non-profit organization status.
2. A copy of a Crowd Control Management certification (1 person per 250 guests must be certified on duty)
<https://www.crowdmanagers.com/training>
3. A copy of an Alcohol Awareness certification (1 person per 250 guests must be certified on duty). One of the persons must be affiliated with your Non-Profit and they must be on the premises always during the entire event. You can obtain this certification through our classes that the Liquor Board holds once a month at \$75.00 per person. (good for 4 years)

SOCIETY, CORPORATION, ORGANIZATION OR ASSOCIATION MUST PROVIDE:

1. A copy of your Federal ID number on a documented IRS letterhead, not associated with another organization or alcoholic beverage license.
2. A copy of a Crowd Control Management certification (1 person per 250 guests must be certified on duty)
<https://www.crowdmanagers.com/training>
3. A copy of an Alcohol Awareness certification (1 person per 250 guests must be certified on duty). One of the persons must be affiliated with your Society, Corporation, Organization or Association and they must be on the premises always during the entire event. You can obtain this certification through our classes that the Liquor Board holds once a month at \$75.00 per person. (good for 4 years)

QUALIFICATIONS:

You will need three (3) people to go on the license, that are affiliated with your non-profit, society, corporation, organization or association and one Maryland resident. All must appear in person before the Board when the application has been accepted by the Administration Office and a hearing date is scheduled.

1. One Maryland Resident
2. All must be 21 years of age or over
3. Copies of valid driver's license
4. No Felonies
5. All must be United States Citizens

RULES FOR NON-PROFIT, SOCIETY, CORPORATION, ORGANIZATION OR ASSOCIATION

1. The license must be displayed on the premises at the time the alcohol is delivered and during any time of serving and/or consumption.
2. No alcohol shall be dispensed into cups displaying the name or advertisement for any soft drink or non-alcoholic beverage. Prohibit the sale of alcoholic beverages to minors and adults that would furnish alcohol to minors.
3. Discourage the sale of alcoholic beverages to impaired adults and prohibit the sale of alcohol to intoxicated people. The Board recommends light snacks such as pretzels, chips or popcorn to help combat the overconsumption of alcohol.
4. Educate servers to the rules and regulations, and there must be at least one per every 250 persons Alcohol Awareness Certified & Crowd Control Certified person on duty at all times during the event.
5. Ensure adequate staffing to oversee the event and prevent passing off to minors.
6. All guests must present a valid I.D. of legal drinking age.
7. Arm bands must be provided for those consuming alcoholic beverages when anyone under the age of 21 is attending the event. Arm bands are for servers to recognize that anyone wearing an arm band is 21 years of age and over.
8. For all outside events there must be a designated area for the consumption of alcohol and there must be a 3 to 4-foot fencing surrounding that area with one way in and out, unless the entire perimeter is fenced.
9. There must be someone at that entrance over the age of 21 that will be checking I. D's and armbands.
10. Arrange alternate transportation for alcohol impaired drivers.
11. Alcoholic beverages should no longer be available for consumption or sold thirty minutes prior to the end of your event.
12. All beer, wine or liquor must be purchased through a **Maryland licensed wholesaler and/or a licensed retail liquor store** unless it's held at a Club, Country Club or Licensed establishment then it's purchased from the Club, Country Club or Licensed establishment. A wholesaler or supplier may not donate alcoholic beverages to a licensed or participating retailer.
13. Persons under the age of twenty-one (21) shall not be served or consume any alcoholic beverage.
14. No alcoholic beverage shall be carried or taken off the licensed premises.
15. Licensees must check IDs of ticket holders/guests upon arrival of event and an arm band should be given to anyone over the age of twenty-one (21) that will be consuming alcohol.
16. This provision applies to One-Day Event Permit, any change in location of event or a change of one or more persons on an existing license
17. Weekday/Saturday legal hours of serving and/or consumption are from 6:00 a.m. to 12:00 midnight.
18. Sunday legal hours of serving and/or consumption are from 12:00 noon to 12:00 midnight.
19. No other alcohol can be brought into the event by guests!
20. IF YOU ARE RAFFLING OFF ALCOHOL (Basket of Cheer, Single Bottles, etc.) you will need to obtain a Basket of Cheer Permit for \$10.00 per item.
21. Please maintain the peace and safety of the premises and neighboring communities.
22. Any violations may result in the revocation of this permit and future permits.

Fee: Beer, Wine and Liquor \$100.00

Effective July 1, 2018, and * Updated July 1, 2024

BASKET OF CHEER PERMIT –

Non-Profit, Society, Corporation, Organization, LLC, Association, Licensed Establishments or Clubs

Holding an event shall apply for a Basket of Cheer Permit to be able to raffle off a Basket of Cheer.

1. All Clubs, License Establishments, Corporation, LLC, Association, Non-Profit, Society or Organization holding an event that will be raffling off Basket/Baskets of Cheer will be responsible for obtaining the Basket of Cheer Permit(s).
2. Each Basket of Cheer being raffled off must have its own Basket of Cheer Permit. The Permit Must be Displayed with Each Basket and Go with the Basket of Cheer.
3. Winners Must Provide a Valid Driver's License of Legal Drinking Age.
4. Winners May Not Collect Their Basket of Cheer Until the End of The Event and/or When They Leave.
5. They May Not Open Their Basket of Cheer During the Event or On the Premise.
6. Must Ensure Adequate Staffing to Oversee and Prevent the Passing off Basket of Cheer to a Minor.

Fee: \$10.00 per Permit per Basket of Cheer

Effective August 1, 2018 – Updated 02/05/2025

ALCOHOL AWARENESS **TRAINING CLASSES**

The Washington County Board of License Commissioners is sponsoring alcohol awareness classes for anyone desiring to be certified in a State certified Alcohol Awareness Course. All courses utilized are certified by the Maryland State Comptroller's Office.

REQUIREMENT: Maryland Law requires licensees who sell and serve alcohol beverages to have staff certified in a State approved Alcohol Awareness Course. You must have someone certified on the premises at all times during operating hours in Washington County. Certification is valid for 4 years. Certificates are awarded at the class upon successful completion of a written examination.

WHEN: CALL THE OFFICE FOR MONTHLY DATES

WHERE: Washington County Liquor Board
1260 Maryland Avenue, Ste. 104, Hagerstown, MD 21740

COSTS: \$75. Per Person (Payable to John S. Murray & Associates)
Payment of Cash, Company check or Money Order is payable upon registration of class and is non-refundable

HOW TO PRE-REGISTER: Call the liquor board at (301) 797-4591

COURSE CONTENT: The course covers responsible techniques for serving alcohol, recognizing and preventing intoxication, intervention strategies to avoid intoxication, identification requirements, underage drinking and the consequences of not serving responsibly. Stressing the importance of professionalism and dealing with difficult situations via good customer service skills will be discussed.

Other Sources of Alcohol Awareness Training

IN PERSON CLASSES

John S. Murray – Certified Instructor – 410-553-8927

MSLBA – 1-800-921-1382

OR

IN-PERSON TRAINING FOR LARGE GROUPS OF 15 OR MORE

John S. Murray & Associates

State Certified Instructor

410-553-8928

Pricing varies

ONLINE TRAINING or GROUP IN PERSON TRAINING

Frederick County Liquor Board

Dawn Sugars

301-600-1156

**FAILURE TO COMPLY WITH THE RULES AND
REGULATIONS
SITED IN THIS BOOK MAY RESULT IN A FINE
AND/OR THE SUSPENSION
OR REVOCATION OF YOUR LICENCE.**