

APPLICATION FORM FOR RETAIL DELIVERY OF ALCOHOLIC BEVERAGES

Corporate/Partnership/Entity Name: _____

Trade Name: _____ License Class Type: _____

License Number: _____

Mailing Address: _____

City/State: _____ Zip: _____

Phone Number: _____ Email: _____

How will your establishment receive delivery requests (check all that apply):

Phone: _____ Email: _____ Fax: _____ Website Orders: _____ Smartphone Application: _____

Walk-In Request: _____

On what days and at what times will you fill delivery requests:

LICENSEE CERTIFICATION AND SIGNATURES:

In making this request for a letter of authorization, I/We hereby certify that we shall comply with any and all regulations promulgated by the Board of License Commissioners of Charles County, Maryland ("Board") pertaining to the delivery of any alcoholic beverages. Non-compliance with said regulations could lead to a violation or revocation of our ability to delivery alcoholic beverages.

Printed Name of Licensee: _____ Signature: _____ Date: _____

Printed Name of Licensee: _____ Signature: _____ Date: _____

Printed Name of Licensee: _____ Signature: _____ Date: _____

PROCEDURES:

1. Along with the completed Application, you must also submit the outline of rules and procedures on how alcohol will be delivered by your establishment ("Alcohol Delivery Rules and Procedures").
2. Within 15 business days following your submission, the Clerk will contact you by e-mail to confirm that your Application has been reviewed and whether or not it is legally sufficient. All portions of the Application must be completed. Incomplete applications will not be accepted.
3. Your Application will not be placed on the Board's agenda until it is legally sufficient (completed Application and Alcohol Delivery Rules and Procedures are provided). The Board's agenda is finalized approximately 10 days prior to the hearing and items will not be added to the agenda after it is finalized.
4. All the person(s) signing the Application must appear before the Board, whose meetings are generally held on the second Thursday of each month.

5. Upon granting the delivery privilege, the Board may further require you to periodically attend the future Board hearings and submit the reports on how the delivery privilege is being utilized by your establishment. The instructions on a number and frequency of your attendance of Board hearings and the type of information to be included in the reports will be given by the Board.