

<b>Baltimore City Board of Liquor License Commissioners</b>		
STANDARDIZED OPERATING PROCEDURE		
<b>Section 2: Administrative and Accounting Processes</b>	<b>Number: 2.25</b>	Pages: 10
<b>Title: CIAA – Related Event Promoter’s Permit</b>		
Effective Date: 3/18/2020	Revision Date: 3/18/2020	
Approval: Albert J. Matricciani, Jr., Aaron J. Greenfield, Harvey Jones		
<u>Douglas K. Paige</u> Executive Secretary		<u>Thomas R. Akras</u> Deputy Executive Secretary

**Purpose:** To develop procedures for the agency to accept, process, and issue CIAA Related Promoter Event Permits in Baltimore City which are authorized to be issued by Alc. Bev. Art. 12-1102.2 and BLLC Rule and Regulation 4.22.

**Responsible Staff:** Office Assistant II, Assistant Executive Secretary, Chief Inspector, and Deputy Executive Secretary and his or her designee.

**Staff Monitor:** Assistant Executive Secretary, Chief Inspector, Deputy Executive Secretary, and/or Executive Secretary.

**Policy:**

**A. Time Line Check**

**a. Time Line Check**

**i. 90 Days Prior to Event**

1. The Office Assistant II or his or her designee shall, upon receipt of a BLLC issued Related Promoter’s Event Permit Application for a Related Promoter’s Event Permit, ensure that the application has been filed at least 90 days prior to the Related Event. Upon assurance of this requirement, the application shall be time stamped.
2. Week prior to and week of February 23-27, 2021
  - a. Event to be held between February 15, 2021 to February 28, 2021

**ii. Later than 90 days**

1. The Office Assistant II shall reject any application submitted later than 90 days prior to the Related Event.

**B. Administrative Application Review**

**a. Initial Review for all applicants**

- i. The Office Assistant II or his or her designee shall, upon receipt of a BLLC issued Related

Promoter's Event Permit Application shall perform a review to ensure that each application contains the following:

1. The date of the event
2. The name of the event
3. Number of participants
4. Whether or not an outdoor extension will be requested
5. Flyer or Advertisement describing the event and promoting the event
6. Written Consent from Visit Baltimore (Defined by BLLC Rule and Regulation 4.22)
7. Security Plan
8. Proof of good standing with the Maryland State Department of Assessment and Taxation

**b. Review for License Holder Applicants**

**i. Signed and Notarized**

1. The Office Assistant II or his or her designee shall, upon receipt of a BLLC issued Related Promoter's Event Permit Application for a license holder ensure that the application is signed and notarized by the license holder.

**ii. DOT Permit Receipt or DOT Letter**

**1. Under 300 Participants**

- a. **Street Closure** – If the event is under 300 attendees/ticket purchasers and applicants wish to close streets, the applicant shall produce a DOT receipt with the application indicating that a DOT application was submitted to close the street.
- b. **No Request to Close Streets** – No special event receipt or permit requires.

**2. 300 Participants or Above**

**a. Special Event Permit Needed**

- i. If upon review, DOT determines that a special event permit is required for the Related Event, then the License Holder applicant shall submit a special event permit application to DOT.
- ii. The License Holder applicant shall submit a receipt for his or her special event permit application to the Board with their Related Event Permit Application. The Office Assistant II shall not accept a Related Promoter's Event Permit Application without a DOT

receipt, if required.

**b. DOT Letter (No Permit Needed)**

- i. If the proposed number of attendees/ticket purchasers to the event is 300 or more, then the applicant is required to have DOT review their request to determine whether or not the issuance of DOT special event permit is required to hold the event.
- ii. **DOT letter** - If DOT determines that a special event permit is not required, then DOT shall provide a letter to the applicant indicating that no special event permit is required for the Related Event. The License Holder applicant shall submit a copy of this letter with his or her application to the Board.

**iii. Outdoor Event**

1. If this is an outdoor event and License Holders are serving alcoholic beverages in temporary space that is authorized by DOT, then license holders shall pay the additional \$200 per day for an outdoor extension.
  - a. **Temporary Outdoor License Extension** - When collecting payment and issuing the license, the Office Assistant II shall ensure that BLLC SOP 2.15(4) is followed correctly.

**c. License Holder and Related Event Promoter Joint Application**

**i. Letter from License Holder**

1. To make application for a Related Event Promoter's Permit in conjunction with a License Holder, a Related Event Promoter shall obtain and submit to the Board a letter on the license holder's letterhead, which is signed by the license holder, authorizing the third party promoter to make application for the Related Event Promoter's Permit.

**ii. Signed and Notarized**

1. The Office Assistant II or his or her designee shall, upon receipt of a BLLC issued Related Promoter's Event Permit Application ensure that the application is signed and notarized by the license holder, whose location is being utilized for the event.

**iii. DOT Permit Receipt or DOT Letter**

**1. Under 300 Participants**

- a. **Street Closure** – If the event is under 300 attendees/ticket purchasers and applicants wish to close streets, the applicant shall produce a DOT receipt with the application indicating that a DOT application was submitted to

close the street.

- b. **No Request to Close Streets** – No special event receipt or permit requires.

2. **300 Participants or Above**

a. **Special Event Permit Needed**

- i. If upon review, DOT determines that a special event permit is required for the Related Event, then the Promoter/License Holder applicant shall submit a special event permit application to DOT.
- ii. The Promoter/License Holder applicant shall submit a receipt for his or her special event permit application to the Board with their Related Event Permit Application. The Office Assistant II shall not accept a Related Promoter's Event Permit Application without a DOT receipt, if required.

b. **DOT Letter (No Permit Needed)**

- iii. If the proposed number of attendees/ticket purchasers to the event is 300 or more, then the applicant is required to have DOT review their request to determine whether or not the issuance of DOT special event permit is required to hold the event.
- iv. **DOT letter** - If DOT determines that a special event permit is not required, then DOT shall provide a letter to the applicant indicating that no special event permit is required for the Related Event. The Promoter/License Holder applicant shall submit a copy of this letter with his or her application to the Board.

iv. **Outdoor Event**

- 1. If this is an outdoor event and Promoter/License Holder is serving alcoholic beverages in a temporary space that is authorized by DOT, then Promoter/License Holders shall pay the additional \$200 per day for an outdoor extension.

- a. **Temporary Outdoor License Extension** - When collecting payment and issuing the license, the Office Assistant II shall ensure that BLLC SOP 2.15(4) is followed correctly.

d. **One Day License Holder and Related Event Promoter Joint Application**

i. **Letter from License Holder**

- 1. To make application for a Related Event Promoter's Permit in conjunction with a One Day License Holder, a Related Event Promoter shall obtain and submit to the

Board a letter on the One Day license holder's letterhead, which is signed by the One Day license holder, authorizing the third party promoter to make application for the Related Event Promoter's Permit.

**ii. Signed and Notarized**

1. The Office Assistant II or his or her designee shall, upon receipt of a BLLC issued Related Promoter's Event Permit Application, ensure that the Application is signed and notarized by the One Day license holder, whose location is being utilized for the event.

**iii. DOT Permit Receipt or DOT Letter**

**1. Under 300 Participants**

- a. **Street Closure** – If the event is under 300 attendees/ticket purchasers and applicants wish to close streets, the applicant shall produce a DOT receipt with the application indicating that DOT application was submitted to close the street.
- b. **No Request to Close Streets** – No special event receipt or permit requires.

**2. 300 Participants or Above**

**a. Special Event Permit Needed**

- i. If upon review, DOT determines that a special event permit is required for the Related Event, then the Promoter/One Day License Holder applicant shall submit a special event permit application to DOT.
- ii. The Promoter/One Day License Holder applicant shall submit a receipt for his or her special event permit application to the Board with their Related Event Permit Application. The Office Assistant II shall not accept a Related Promoter's Event Permit Application without a DOT receipt, if required.

**b. DOT Letter (No Permit Needed)**

- v. If the proposed number of attendees/ticket purchasers to the event is 300 or more, then the applicant is required to have DOT review their request to determine whether or not the issuance of DOT special event permit is required to hold the event.
- vi. **DOT letter** - If DOT determines that a special event permit is not required, then DOT shall provide a letter to the applicant

indicating that no special event permit is required for the Related Event. The Promoter/One Day License Holder applicant shall submit a copy of this letter with his or her Application to the Board.

**e. State Caterer (SCAT) License Holders and Related Event Promoter Joint Application**

**i. Letter from SCAT License Holder**

1. To make application for a Related Event Promoter's Permit in conjunction with a SCAT license holder, a Related Event Promoter shall obtain and submit to the Board a letter on the SCAT license holder's letterhead, which is signed by the SCAT license holder, authorizing the third party promoter to make application for the Related Event Promoter's Permit.

**ii. Copy of SCAT License**

1. The applicant shall provide the Board with a copy of the SCAT license holder's license to ensure its validity.
  - a. The Board may verify the authenticity of the SCAT license holder with the Comptroller's Office of the State of Maryland.

**iii. Signed and Notarized**

1. The Office Assistant II or his or her designee shall, upon receipt of a BLLC issued Related Promoter's Event Permit Application shall ensure that the application is signed and notarized by the SCAT license holder.

**iv. DOT Permit Receipt or DOT Letter**

**1. Under 300 Participants**

- a. **Street Closure** – If the event is under 300 attendees/ticket purchasers and applicants wish to close streets, the applicant shall produce a DOT receipt with the application indicating that a DOT application was submitted to close the street.
- b. **No Request to Close Streets** – No special event receipt or permit requires.

**2. 300 Participants or Above**

**a. Special Event Permit Needed**

- i. If upon review, DOT determines that a special event permit is required for the Related Event, then the Promoter/SCAT License Holder applicant shall submit a special event permit application to DOT.

ii. The Promoter/SCAT License Holder applicant shall submit a receipt for his or her special event permit application to the Board with their Related Event Permit Application. The Office Assistant II shall not accept a Related Promoter's Event Permit Application without a DOT receipt, if required.

**b. DOT Letter (No Permit Needed)**

vii. If the proposed number of attendees/ticket purchasers to the event is 300 or more, then the applicant is required to have DOT review their request to determine whether or not the issuance of DOT special event permit is required to hold the event.

viii. **DOT letter** - If DOT determines that a special event permit is not required, then DOT shall provide a letter to the applicant indicating that no special event permit is required for the Related Event. The Promoter/SCAT License Holder applicant shall submit a copy of this letter with his or her Application to the Board.

**C. Inspection Division Application Review**

**a. Administrative Division to Provide Chief Inspector with Related Promoter Event Permit Application and Security Plan**

i. Upon completing the administrative review of the Related Event Promoter's Permit to ensure that it complies with the Rules and Regulations and this SOP, administrative division staff shall provide a copy of the application to the Chief Inspector who will then review the Security Plan to ensure that it contains the following:

1. Map of the area,
2. Number of Security Personnel overseeing the event,
3. A plan to ensure that individuals purchasing and consuming alcoholic beverages are 21 and older,
4. A plan to ensure alcoholic beverages purchased at the Related Event are not transported off-premise; and
5. General compliance with the Board's Alcoholic Beverage Rules and Regulations

**b. Approval or Disapproval**

**i. Timeframe for Review**

**1. 1-2 Business Day Review**

**a.** Upon receipt of the application, the Chief Inspector shall take no longer than 1-2 business days to conduct a review of the Security Plan

- i. Request for Extension – If the Chief Inspector needs more time to conduct a review of the Security Plan, the Chief shall make a request to the Deputy Executive Secretary and state the reasons for the extension.

**ii. Approval**

1. If the Chief Inspector approves of the Security Plan for the Related Event Promoter's Permit, then he or she shall initial and date the security plan in a conspicuous manner and return the application to the administrative division for processing and issuance.

**iii. Disapproval**

1. If the Chief Inspector disapproves of the Security plan for the Related Event Promoter's Permit, then he or she shall contact the applicant/promoter/license holder to articulate the concerns with the plan and request modifications to improve security measures for the Related Event.
  - a. Upon amending the Security Plan and obtaining the Chief Inspector's approval, he or she shall initial and date the security plan in a conspicuous manner and return the application to the administrative division for processing and issuance.

**D. Issuance, Fees, Cancellations, and Refunds**

**a. Issuance of Related Event Promoter's Permit**

- i. Upon completion of the application to the satisfaction of the Board, submission of all documents, and payment of the required fees as stated in these Rules and Regulations, the Board shall issue a Related Event Promoter's Permit to the applicant.

**1. RELATED PROMOTER'S EVENT PERMIT WILL NOT BE ISSUED WITHOUT DOT PERMIT, IF REQUIRED – Administrative staff, should note that a Related Event Promoter's Permit Application is NOT complete unless and until a required DOT permit has been issued for the Event.**

**b. Fees**

- i. As per Alcoholic Beverages Article 12-1102.2(h)(1), the fees associated with the Related Event Promoter's Permit are as follows:
  1. **Application Fee**
    - a. The application fee is **\$50.00**, which is payable on the submission of the Related Promoter's Event Permit Application.
  2. **Permit Fee**



- a. The permit fee, payable when the permit is granted, is
  - i. \$500, if 75 to 299 individuals are Reasonably Anticipated to participate; or
  - ii. \$1500, if 300 or more individuals are Reasonably Anticipated to participate.

**3. Director of Finance**

- a. All payments, *which are made via check or money order ONLY*, will be made out to the “Director of Finance” for the City of Baltimore.

**c. Cancellations and Refunds**

**i. Cancellations**

**1. Written Request and Original Copy of License**

- a. A Related Event Permit holder shall request in writing, no later than 14 calendar days before the date of the Related Event, a cancellation of their Related Event Permit.

- i. The following information shall be provided in the cancellation letter:

1. Name of Requester,
2. Name, date, and location of the event,
3. Reason for the cancellation; and
4. Name and address of individual or corporation to whom the check should be made payable.

**b. Original Copy of Related Event Permit**

- i. Accompanying the letter, the Related Event Permit holder shall include the original copy of the Related Event Permit with his or her cancellation request.

**ii. Refunds**

1. Upon receipt, valid and complete requests for cancellation will be processed by the Board. Any payment made payable to the individual or corporation requesting the cancellation shall be made by the Department of Finance for the City of Baltimore.

**E. Public Notice**

**a. Internal Notification of Related Event Promoter’s Permit**

- i. Upon issuing a Related Event Promoter Permit, the administrative division shall make a notation in the database concerning its issuance – if it is a permanent license holder - and shall send an email (this applies to all Related Event Permits issued) to a representative

from Visit Baltimore, Department of Transportation, Police Department, Fire Department, Health Department, Housing Department, Chief Inspector, Community Liaison, Deputy Executive Secretary, and Executive Secretary of the event.

1. The assigned Office Assistant II shall complete this task by scanning a copy of each issued license at the Close of Business to the aforementioned stakeholders.

The BLLC will begin this process starting December 1, 2020

**b. External Notification of all Related Event Promoter's Permits via Board's website**

- i. The Board shall maintain a link on its website ([lb.baltimorecity.gov](http://lb.baltimorecity.gov)) that provides a list of the Related Event Promoter's Permits issued by the agency.

**1. Updated on a Bi-weekly Basis**

- a. The Board shall update the information concerning Related Event Promoter's Permits on its website on a bi-weekly basis to ensure information concerning Related Events is current.

- i. The BLLC shall update its website by Close of Business on Monday and Wednesday of each week, starting December 1, 2020