



**Bureau of Alcoholic Beverages and Lottery
Operations
Division of Liquor Licensing and Enforcement**

**Application for License for
Incorporated Civic Organization**

DIVISION USE ONLY	
License No: _____	
Class: _____	By: _____
Deposit Date: _____	
Amt. Deposited: _____	
Cash Ck Mo: _____	

**\$50.00 Fee / \$10.00 Filing Fee - Check Payable: Treasurer, State of Maine
72 Hours in Advance of Said Event or Gathering is REQUESTED**

1. Full Name of Applicant: _____
(Corporate Name)

Corporate Address: _____
Street Address City/Town State Zip Code

Authorized Corporate Office: _____

Address: _____
Street Address Town/City State Zip Code

Telephone Number: _____ Fax: _____

Email Address (*Please print*): _____

INFORMATION PERTAINING TO SPECIAL EVENTS OR GATHERINGS

2. Title and Purpose of Event: _____

Date of Event: _____ Time: From: _____ AM/PM To: _____ AM/PM

Multi Day Event: Start Date _____ End Date _____ (one per year)

Time: From: _____ AM/PM To: _____ AM/PM

Inside Outside Event (**attach diagram of area**)

Location of Event: _____

Number of Persons Attending: _____

Name and Address of Sponsor: _____

Address: _____ Town/City: _____ State: _____

Name and Address of Caterer: _____

Address: _____ Town/City: _____ State: _____

(If other than licensee): _____

(If food is to be served): _____

Type of building to be occupied: _____

Area to be licensed: _____

Payments to the Division of liquor licensing & enforcement by check subject to penalty provided by Section 3-B of Title 28A, MRS

The Division of Liquor Licensing & Enforcement is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

Dated at: _____ on _____, 20____
Town/City, State Month/Day

This application must be signed by a duly authorized officer of the corporation executing the application and approved by the Municipal Officer or County Commissioners and filed with the Division.

NAME OF CORPORATION

BY: _____
CORPORATE OFFICER'S SIGNATURE – TITLE

PRINTED NAME & TITLE

If said event or gathering is located in an unincorporated place, the application must be approved by the County Commissioners of the County wherein the event or gathering is to take place and the above approval form may be changed in accordance with the fact. ***Please enclose a copy of the receipt from the County Commissioners.***

Submit Completed Forms To: Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement
8 State House Station, Augusta, ME 04333
Telephone Inquiries: (207) 624-7220
Fax Number: (207) 287-3434
Email Inquiries: MaineLiquor@Maine.gov

TO MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:

This application must be approved by the Municipal Officers, or a municipal official designated by the municipal officers, of the municipality in which the proposed additional licensed premises are located, which, notwithstanding section 653, may be granted without public notice.

STATE OF MAINE

Dated at: _____, Maine _____ ss
City/Town (County)

On: _____
Date

The undersigned being: Municipal Offices County Commissioners of the

City Town Plantation Unincorporated Place of: _____, Maine

Signature	Print

For Office Use Only:		
Date Filed: _____	Date Issued: _____	Issued By: _____
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved		

*Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing & Enforcement
8 State House Station, Augusta, ME 04333-0008
10 Water Street, Hallowell, ME 04347
Tel: (207) 624-7220 Fax: (207) 287-3434
Email Inquiries: MaineLiquor@maine.gov*

DIVISION USE ONLY	
<input type="checkbox"/>	Approved
<input type="checkbox"/>	Not Approved
BY:	

ON or OFF PREMISE DIAGRAM

In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed. The Division requires all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including entrances, office area, kitchen, storage areas, dining rooms, lounges, function rooms, restrooms, decks and all areas that you are requesting approval from the Division for liquor consumption.

