Application for a License for an Incorporated Civic Organization

Important Information

A. General
   i. The municipality in which the event will take place must have voted to approve on-premises consumption under Title 28-A, Chapter 5.
   ii. The law requires the application to be submitted at least 24 hours in advance of the event, however, a longer notice is appreciated to allow additional time for processing.

B. Events open to the public
   i. Your organization must be an incorporated civic organization or a similarly purposed national organization designated under the United States Internal Revenue Code of 1986, Section 501(c)(3) and verifiable with the office of the Maine Secretary of State, Division of Corporations.

Submit completed forms to:

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

Mailing address: 8 SHS, Augusta, ME 04333-0008
Courier delivery: 19 Union Street, 3rd floor, Suite 301-B, Augusta, ME 04330
Application for a License for an Incorporated Civic Organization

Section A: Applicant Information:

1. Legal Name of Applicant:
   __________________________________________________________
   __________________________________________________________

2. Contact Name for Applicant: ________________________________

3. Mailing Address of Primary Office of Applicant:
   __________________________________________________________
   __________________________________________________________

4. Contact Name Telephone/Mobile Number: ______________________

5. Email Address of Contact: ________________________________

Section B: Event Information:

1. Title Event: ________________________________________________

2. Purpose of Event: __________________________________________

3. Duration of Event (check one): ☐ One Day ☐ Multiple Days (only 1 permitted per year)

4. Type of Event: (check one) ☐ Indoor ☐ Outdoor

5. Town or City where Event will take place: ____________________________

6. Complete Physical Address of Event:
   __________________________________________________________
   __________________________________________________________

7. Date of Event: ________________ Time: From ___________ To ___________
   Under Maine liquor laws, alcoholic beverages can only be served from 5:00 am to 1:00 am of the next day, Sunday through Saturday; event times cannot deviate from this statutory requirement.

8. Number of Persons Attending: _____________
9. Describe specific indoor and/or outdoor area to be licensed: (for an outdoor event, please include a diagram of the outside space in Section F below.)

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

10. Will dancing be part of the event?  Yes ☐  No ☐
   a. Does the venue have a dance license?  Yes ☐  No ☐
   b. If yes, please provide a copy of the license from the State’s Fire Marshall’s Office

Section C: Signature of Applicant

By signing this application, the licensee understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine’s Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to $2,000 or by both.

Please sign and date in blue ink.

Dated: _________________________________

______________________________________________
Signature of Duly Authorized Person

______________________________________________
Printed Name of Duly Authorized Person
Section D:  For use by Municipal Officers and County Commissioners only
Approval of an Application for a License for an Incorporated Civic Organization

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this catering event application on this date: ________________________________.

Check only one: ☐ City ☐ Town ☐ Unorganized Territory

Name of City/Town/Unorganized Territory: _____________________________________________________

Who is approving this application? ☐ Municipal Officers
☐ County Commissioners of ___________________________ County

☐ Please Note: The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of license to be issued by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

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Section E:  Application Fee; Other Information

1. The license fee is $50.00 plus a $10.00 filing fee; make checks payable to Treasurer State of Maine.
2. The law requires the application to be submitted at least 24 Hours prior to the function, however, a longer notice is appreciated to allow additional time for processing.
3. Once issued, this permit is not assignable and is valid only for use by the licensee named in this application and for the date, time, and location listed in this application. This permit is issued subject to Maine liquor laws under Title 28-A and the Bureau’s Administrative Rules. Penalties for failure to comply with the laws and rules are provided in Chapter 33 of Title 28-A.
4. The Division 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.
5. Payments to the Division by check subject to penalty provided by 28-A MRS Section 3-B.
Section F: Diagram for Outdoor Events

The following restrictions apply to outdoor events:
- There must be a stanchion or a fence completely enclosing the area.
- Signs must be posted stating “No alcohol beyond this point”.
- There must be sufficient employees at the event to control and monitor the area.

In an effort to clearly define the area that consumption and storage of liquor will occur during this outdoor event, diagrams must be submitted on this form and should be as accurate as possible. Be sure to label the areas of consumption and storage on your diagram.