

State of Maine
Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement
8 State House Station
Augusta, ME 04333-0008
Telephone: (207) 624-7220 Fax: (207) 287-3434
Email: MaineLiquor@Maine.gov

NOTICE

If you are a Class A Restaurant, Restaurant/Lounge, Lounge, Hotel, Club, or Bed & Breakfast you have the ability to perform catered events ONLY under the below circumstances.

1. Events open to the public; the event MUST be sponsored by a Non-Profit (the entity requesting your services that is listed under question number 16 of the application). This Non-profit must be registered as a 503C and verifiable with Maine Secretary of State. Whether the event is a ticketed event or not it is considered as being open to the public and would still require a Non-Profit as the sponsor.

-OR-

2. Private events such as weddings, birthday parties, office parties, etc. where the public is NOT invited.

All other events or inquiries as to whether you have the capability of catering the requested function should be discussed with a liquor inspector to determine if possible.

Only Qualified Caterers may cater events open to the public regardless of who is requesting the services.

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DIVISION USE ONLY	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	

Application for a Catering Permit

\$10.00 (per day)

Check Payable: Treasurer State of Maine

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.

1. License No.: _____ DBA Name: _____
2. Mailing Address: _____
3. Town/ City: _____ State: _____ Zip Code: _____
4. Telephone: _____ Fax: _____
5. Email Address: _____

Event Details

6. Title and Purpose of Function: _____
7. Is this a public or a private event? _____
8. Location of Function: _____
9. Physical Address of Function: _____
10. Town/City: _____ State: _____ Zip Code: _____
11. Check One: Indoor Event Outside Event **(If outside, a diagram must be included)**
12. **Date of Event:** _____ **Time:** From _____ To _____
13. Name of Person/ Entity requesting your contracted services:

 Address: _____ Town/City: _____
 State: _____ Zip Code: _____ Telephone Number: _____
 Email address: _____

14. Number of Persons Attending: _____
15. Describe specific indoor and/or outdoor area to be licensed: _____

16. Will Dancing be offered during the event? YES NO
17. Does the venue have a dance license? YES NO (If yes, please provide a copy of the license)

CATERING PERMIT DIAGRAM

In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed. Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram that you are requesting approval.

Submit completed forms to:

Division of Liquor Licensing and Enforcement
8 State House Station, Augusta, ME 04333-0008 (Regular mail)
10 Water Street, Hallowell, ME 04347 (Overnight mail)
Telephone inquiries: 207-624-7220
Fax line: 207-287-3434
Email inquiries: MaineLiquor@Maine.gov

FOR USE ONLY BY DIVISION OF LIQUOR LICENSING & ENFORCEMENT

RESTRICTIONS:

PERMIT NUMBER : _____

APPROVED

DATED: _____

NOT APPROVED

ISSUED BY: _____

The Law

§1052. OFF-PREMISE CATERING AT PLANNED EVENTS OR GATHERINGS

1. Off-premise catering license for sale of liquor off-premise. Class A restaurants, Class A lounges, Class A restaurant/lounges, hotels, bed and breakfasts and clubs licensed to sell spirits, wine and malt liquor may apply for an additional license to conduct off-premises catering of spirits, wine and malt liquor at planned events or gatherings to be held at locations other than the licensee's premises under this section.

[1999, c. 236, §3 (AMD) .]

2. Fee. The license fee for the off-premise catering license is \$10 per calendar day of the event or gathering.

[1987, c. 342, §76 (AMD) .]

3. Sponsor. The off-premise sales license authorizes the licensee to sell liquor only at:

A. Public events or public gatherings sponsored by a charitable, nonprofit organization or civic group; and [1987, c. 45, Pt. A, §4 (NEW) .]

B. Private events or private gatherings sponsored by an individual person, organization or association of persons. [1987, c. 45, Pt. A, §4 (NEW) .]

[1987, c. 45, Pt. A, §4 (NEW) .]

4. Application. The licensee must apply for an off-premises catering license by filing a written application with the bureau at least 24 hours before the event or gathering. The application must include the following:

A. Title and purpose of the event; [1987, c. 45, Pt. A, §4 (NEW) .]

B. Date, time and duration; [1987, c. 45, Pt. A, §4 (NEW) .]

C. Location; [1987, c. 45, Pt. A, §4 (NEW) .]

D. Approximate number of persons to be accommodated; [1987, c. 45, Pt. A, §4 (NEW) .]

E. Name and address of sponsoring person, organization or association; [1987, c. 45, Pt. A, §4 (NEW) .]

F. If food is to be served, the name and address of food caterer, if other than the licensee; and [1987, c. 45, Pt. A, §4 (NEW) .]

G. Approval 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. The bureau shall accept approval required under this paragraph in electronic form submitted by the applicant or directly by the municipality to the bureau. [2017, c. 260, §1 (AMD) .]

[2017, c. 260, §1 (AMD) .]

5. Ruling on application. Upon receipt of the application, the bureau may immediately approve or deny the application. The bureau shall advise the applicant that the license and the off-premise sales license may be revoked and suspended under chapter 33.

[1997, c. 373, §84 (AMD) .]

6. Local option questions. The bureau may not grant approval for the sale of liquor at events to be held in areas where the voters have voted in the negative concerning the pertinent local option questions.

[1997, c. 373, §85 (AMD) .]

SECTION HISTORY

1987, c. 45, §A4 (NEW). 1987, c. 342, §§76-78 (AMD). 1993, c. 260, §1 (AMD). 1993, c. 730, §40 (AMD). 1997, c. 373, §§84,85 (AMD). 1999, c. 236, §3 (AMD). 2005, c. 539, §8 (AMD). 2017, c. 260, §1 (AMD).