



**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:	
Registered Non-Profit:	Yes No
Deposit Date:	By:
Amt. Deposited:	
Cash Ck Mo:	

\$50.00 Fee / \$10.00 Filing Fee - 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. 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: _____

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: _____

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. Please obtain approval by Municipal Officer(s) or County Commissioners before filing 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 Forms To: Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement
8 State House Station, Augusta, ME 04333 (regular mail)
10 Water Street, Hallowell, ME 04347 (overnight address)
Telephone Inquiries: (207) 624-7220
Fax Number: (207) 287-3434
Email Inquiries: MaineLiquor@Maine.gov

For Municipal Approval Only

TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:

Hereby certify that we have complied with Section 653 of Title 28-A Maine Revised Statutes and hereby approve said application.

NOTE: PLEASE PROVIDE ALL OF THE REQUESTED INFORMATION BELOW

STATE OF MAINE

Dated at: _____, Maine _____
City/Town County

On: _____
Date

The undersigned being: Municipal Offices County Commissioners
of the City Town Plantation Unincorporated Place of: _____, Maine

Signature	Print

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*

INCORPORATED CIVIC 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 that you are requesting approval.

For Office Use Only:

Date Filed: _____ Date Issued: _____ Issued By: _____

Approved Not Approved

The Law

§1071. INCORPORATED CIVIC ORGANIZATIONS

1. Issuance of licenses. The bureau may issue licenses under this section for the sale of spirits, wine and malt liquor to be consumed on the premises to incorporated civic organizations, as defined in section 2, subsection 15, paragraph I.

[1997, c. 373, §96 (AMD) .]

2. Up to 5 licensed events per year; one event per license. An incorporated civic organization may obtain up to 5 licenses under this section per calendar year. Each license authorizes the licensee to sell or serve liquor at only one public event or public gathering which is sponsored by the licensee.

[1987, c. 151, §2 (RPR) .]

3. Length of licenses. One license issued under this section to each incorporated civic organization is valid for up to 10 consecutive days. The other 4 licenses for which the incorporated civic organization is eligible are valid for one day each. The bureau may not issue separate licenses under this section to the same incorporated civic organization for events or gatherings held on consecutive days.

[1997, c. 373, §97 (AMD) .]

4. Application. An incorporated civic organization shall file an application for a license. The application includes 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 the sponsoring civic organization and the name and title of the officer making the application; [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 of the municipality in which the proposed licensed premises are located, which, notwithstanding section 653, may be granted without notice or a public hearing. [1987, c. 45, Pt. A, §4 (NEW) .]

[1987, c. 45, Pt. A, §4 (NEW) .]

5. Ruling on application. The bureau shall approve or deny the application and immediately notify the applicant of its decision. The bureau shall advise the applicant that the license may be revoked and suspended under chapter 33.

[1997, c. 373, §98 (AMD) .]

6. Server requirements. A manufacturer licensed by the bureau under section 1355-A, a certificate of approval holder or a wholesaler who provides malt liquor, wine, fortified wine or spirits for the public event or gathering being sponsored may serve its product at the event. An incorporated civic organization issued a license in accordance with this section shall provide the names of persons not licensed under chapter 51, 55 or 59 who will be serving alcoholic beverages at the event. In the event that a server from that list is unavailable, a licensed manufacturer, distributor, wholesaler, small winery or small brewery that has provided alcoholic beverages to be served at the event may provide serving assistance.

[2015, c. 2, §17 (COR) .]

SECTION HISTORY

1987, c. 45, §A4 (NEW). 1987, c. 151, §2 (AMD). 1997, c. 373, §§96-98 (AMD). 2009, c. 102, §1 (AMD). 2011, c. 629, §19 (AMD). RR 2015, c. 2, §17 (COR). 2015, c. 214, §6 (AMD) .