

Rules and Regulations of
The Board of License Commissioners
for Carroll County
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Westminster, Maryland 21157
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Introduction

This booklet contains Rules and Regulations which have been adopted by the Board of License Commissioners for Carroll County (hereinafter "Board"). The Board is an agency which regulates and controls the sale and distribution of alcoholic beverages within Carroll County. The Board has the authority to approve or disapprove applications for licenses to sell alcoholic beverages and to revoke, suspend and/or fine licensees who violate the liquor laws. In carrying out its function, the Board is governed by the laws of the State of Maryland relating to alcoholic beverages, by the Rules and Regulations contained in this booklet, and by relevant rules of law relating to administrative agencies.

The laws of the State of Maryland relating to alcoholic beverages are found in the Alcoholic Beverages Articles of the Annotated Code of Maryland. The Alcoholic Beverages Articles of the Annotated Code of Maryland is a statutory scheme which contains provisions that apply statewide as well as provisions which only apply locally. License holders and other interested persons are encouraged to obtain a copy of the

Alcoholic Beverages Articles of the Annotated Code of Maryland and to familiarize themselves with it. A copy of the Alcoholic Beverages Articles of the Annotated Code of Maryland may be obtained from the

Alcohol, Tobacco, and Cannabis

Commission for the State of Maryland

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The Rules and Regulations were revised and adopted July 10, 2019. The effective date of the rules is July 10, 2019.

MISSION STATEMENT: The mission of the Board is to maintain the highest standards in the granting of liquor licenses to Carroll County establishments, to govern the sale and storage of alcoholic beverages, and to administer and enforce the provisions of the Alcoholic Beverages Articles of the Maryland Annotated Code in order to ensure the lawful sale of alcohol and the safety of the community. The Board will also establish that the liquor establishments are in compliance with all other rules and regulations in the state and county.

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1. SCHEDULING OF HEARINGS

- a. The Board of License Commissioners (hereinafter "Board") shall hold monthly public hearings in accordance with §16-205 of the Alcoholic Beverages Articles of the Annotated Code of Maryland. The Board shall handle all scheduling and shall schedule special hearings as necessary. Scheduling decisions, including postponements and continuances, shall be at the discretion of the Chair.
- b. Requests for postponements shall be in writing, specifying the reason for the request, including the details regarding any conflict, and must be received by the Board at least seven (7) days prior to the scheduled hearing date.
- c. Requests to subpoena witnesses must be received by the Board's office at least seven (7) days prior to the scheduled hearing.
- d. If more than one (1) application is filed for a license where only one (1) is available by law or Rules and Regulations of the Board, the first complete application filed and accepted shall get a hearing. Subsequent application(s) shall be heard in turn if the first Application is not approved for the license.

2. NOTICE OF HEARINGS

- a. The Board shall notify applicants and licensees of the time and place for the hearing by first-class mail or personal delivery to the address stated in the application or to the licensed premises. Hearing dates and times for alleged violations shall be set in the same manner as all other hearings.
- b. The notice shall include reference to the Board's power to summon witnesses. In addition, in the case of alleged violations, the notice shall state that representation by an attorney is permitted, shall generally inform the licensee of the nature of the violation, and shall state that the licensee or the licensee's attorney is permitted to inspect the Board's file during normal business hours.

3. SEQUESTERING OF WITNESSES

At any hearing, sequestering of witnesses shall be at the sole discretion of the Board.

4. FAILURE OF APPLICANT OR ALLEGED VIOLATOR
TO APPEAR

- a. If any person, whether applicant or licensee, has been duly notified and fails to appear at the hearing, then the Board may refuse to issue the license for that reason or, in the case of an alleged violation, may take action based on evidence presented to it.
- b. The Board shall not deny an application based upon the applicant's failure to attend until ten (10) days from the date of the scheduled hearing have elapsed, during which time the applicant(s) shall have an opportunity to show cause why he or she did not appear by submitting a notarized affidavit. The sufficiency of the cause shall be decided by the Board based upon this affidavit without a hearing. If the Board desires additional evidence in these matters, it shall procure it by any lawful means.
- c. A hearing notice delivered to the licensed establishment and accepted by an employee of the licensee shall be deemed delivered to the licensee.

5. DECISIONS

- a. The Board's decision shall be in writing and shall be rendered within thirty (30) days from the date of the hearing unless the Board directs otherwise. Oral decisions shall not be effective until a written decision is issued.
- b. Interpretation of the Board's decisions and the Board's Rules and Regulations may be made by the County Attorney. Any party affected by the County Attorney's interpretation may petition the Board for the Board's review of the interpretation.

6. APPLICATIONS: NEW, TRANSFER, CHANGE OF LICENSEE

- a. An application for a license shall be on a form provided by the Board and shall contain the information required by these Rules and by §16-1401 of the Alcoholic Beverages Articles of the Annotated Code of Maryland.
- b. The following documents shall be submitted with the application and shall be considered a part of the application:
 - (1) A drawing accurately depicting the premises to be licensed. The drawing shall show the layout of the premises, including the location of any bar, tables, and location and

number of chairs, pool table(s), pinball or other amusement machine(s), exits, restrooms, kitchens, outdoor seating, dimensions, stage, and parking area. If the premises to be licensed are part of a larger building, the larger building shall be accurately depicted in the drawing.

- (2) a. If the application is on behalf of a corporation, the license shall be issued to three (3) of the officers of that corporation, as individuals, for the use of the corporation, at least one of whom shall be a resident of the State of Maryland when the application is filed. In the case of a corporation where there are less than three (3) officers or directors of the corporation, all officers and directors shall make application, at least one of whom shall be a resident of the State of Maryland when the application is filed and shall reside in the State of Maryland during their entire tenure as resident licensee. Copies of the current corporate charter and by-laws, a certificate of good standing from the Maryland State Department of Assessments and Taxation, and a record showing the total amount of stock owned by each stockholder who owns more than five percent (5%) of the outstanding stock must accompany each application. This record shall also state the name, address, and phone

number of each officer and director of the corporation and of each stockholder who owns more than five percent (5%) of the outstanding stock. A copy of relevant corporate minutes or resolutions shall also be submitted upon request.

- b. When the applicants propose to operate as a limited liability company, copies of the Articles of Organization, operating agreement, and a certificate of good standing from the Maryland Department of Assessments and Taxation must accompany the application. The license shall be issued to three (3) of the authorized persons of that limited liability company, at least one (1) of whom shall be a resident of the State of Maryland when the application is filed. In the case of a limited liability corporation where there are less than three (3) authorized persons, all authorized persons shall make application, at least one (1) of whom shall be a resident of the State of Maryland when the application is filed and shall reside in the State of Maryland during their entire tenure as resident licensee.
- (3) A fully executed certified copy of the document granting the applicant the right to use the premises. This may be a deed, a lease, or other document including all exhibits and addenda.

- (4) Names, addresses, and phone numbers of ten character references for each applicant. The qualifying applicant's references must reside in the State of Maryland.
- (5) A completed F.B.I. and State criminal background check performed by the Maryland Department of Public Safety and Correctional Services.
- (6) Any other document that may be requested by the Board.
- (7) The application must be accompanied by the applicable fees. A public hearing shall be held after the application has been properly completed and the required documents submitted. The hearing shall not be held until the results of the criminal background check as required by §16-1403 of the Alcoholic Beverages Articles are received by the Board as well as the responses from the ten (10) character references. The applicant shall be responsible for any additional costs if the hearing is postponed.
8. If events occurring subsequent to the submission of the application render any of the information provided in the application inaccurate in whole or in part, the applicant shall notify the Board immediately and update the application.

9. In construing §4-109 of the Alcoholic Beverages Articles, the Board hereby adopts the following definition of "financial interest":

"Financial interest" means:

10. Any interest as the result of which the owner has received within the past three (3) years, or is presently receiving, or in the future is entitled to receive any compensation or economic benefit of twenty dollars (\$20.00) or more, as a result of which the owner may become obligated for the debts of the licensee.
11. For the purposes of leased premises "financial interest" shall not mean rental payments due or payable unless the rental obligation is deemed excessive as determined by the Board, or contains a provision for rental payments which are contingent upon a percentage of gross sales in excess of three percent (3%) per annum, or in any other way affords the landlord ownership or control of the business.

7. ILLEGAL CONDUCT

No licensee shall commit or allow the commission of any act on the licensed premises which shall be contrary to any

federal, state, or local statute, law, or ordinance or against the public peace, safety, health, welfare, quiet, or morals.

8. HEALTH, FIRE AND SAFETY REQUIREMENTS

- a. No new license or transfer shall be granted until the Board receives written certification that the premises proposed to be licensed meets the requirements of the Carroll County Health Department, the State Fire Marshal, the appropriate zoning authority, the Department of Permits, Inspections, and Review, and any other agency deemed necessary by the Board. Also, where appropriate, the applicant must submit written certification by the State Department of Assessments and Taxation of the assessed value of the premises.
- b. All licensees shall strictly comply with all health regulations in effect in Carroll County, or any incorporated municipality, as appropriate, concerning the proper sanitation of eating and drinking establishments.
- c. All license holders shall maintain their premises at all times in such manner as to comply with the laws, rules, and regulations pertaining to fire prevention and safety, including the Carroll County Building Code.

- d. All license holders shall operate their establishments so as not to unduly disturb the adjoining property owners' quiet enjoyment of their properties.
- e. A holder of any retail alcoholic beverages license shall have at least one licensee trained in an approved alcohol awareness program §4-505(e).
- f. A holder of any retail Class B and D alcoholic beverages license shall have at least one person/employee on site at all times when the business is open to the public that has been trained in an approved alcohol awareness program.

9. TRANSFER OF LOCATION

- a. An application for a transfer of an existing license to another location under §4-302 of the Alcoholic Beverages Articles of the Annotated Code of Maryland, shall be treated as a new application except as to the fitness of the licensees, and shall comply with the relevant provisions of Rule 6 "Applications".
- b. The Board's approval of any transfer of location may be conditioned upon completion of the transfer in accordance with representations made in the application and at the hearing.

10. TRANSFERS TO ANOTHER PERSON OR PERSONS

- a. A request for approval of a transfer of an existing license to another person or persons under §4-302 of the Alcoholic Beverages Articles of the Annotated Code of Maryland shall be treated as a new application (except as to the suitability of the location) for a liquor license by the prospective transferee and shall comply with the relevant provisions of Rule 6. In addition to the information required under Rule 6, the prospective transferor and transferee shall furnish a notarized fully executed copy of the proposed contract of sale with the application.
- b. Both the transferor and the prospective transferee must appear at the hearing unless excused by the Board for good cause shown.
- c. The Board's approval of any transfer to another person or persons may be conditioned upon the submission of evidence that all retail sales, amusement, admission, and withholding taxes have been paid to the Comptroller of the Treasury of the State, that all state and local real and personal property taxes have been paid, and that a bulk transfer permit has been obtained if the stock of alcoholic

beverages is to be transferred whether by sale, gift, inheritance, assignment or otherwise, regardless of whether consideration is paid.

- d. Transfer of the management responsibility and/or of any economic benefit associated with the establishment in question may not be made prior to the Board's final approval of the transfer. However, before a transfer a prospective transferee may work for salary only under the existing licensee(s) for a period to be determined by the Board, provided that the Board approves the arrangement in advance.

11. TEMPORARY CLOSING

If a licensed business proposes to be closed for a period of ten (10) or more consecutive days, the licensee must inform the Board in writing within three (3) days of closing, give the reason for closing, and the future intentions as to the use of the license. Failure to give the Board the requisite notice of the closing shall be cause to consider the licensed premises vacated pursuant to §3-701 of the Alcoholic Beverages Articles of the Annotated Code of Maryland.

11a. PERMANENT CLOSING

If a license business decides to close permanently, they must return their license to the Carroll County Board of License Commissioners either by dropping it off at the office or by mailing it in to the office.

12. RECORDS

- a. All license holders shall maintain on the licensed premises a record containing the names, addresses, phone numbers, and birthdates of all persons employed by them on the premises. These records shall be open for inspection by any duly authorized representative of the Board at all times during regular business hours of the establishment.
- b. All Class B license holders shall maintain records showing their monthly receipts from the sale of food and their monthly receipts from the sale of alcoholic beverages. These records shall be available upon request of the Board and shall be provided within two (2) business days of the request unless good cause for delay is shown. The following records must be properly dated and maintained by Class B license holders:
 - 1. Cash register tapes

2. Cash receipts journal (sales journal)
3. Cash disbursement journal (purchase journal)
4. Customer order forms (sales checks)
5. Invoices
6. Bank statements and canceled checks
7. Copies of sales tax returns
8. Copies of amusement and admission tax returns.

With the exception of item 6, all the above documents should distinguish between alcohol and food transactions. These records must be maintained for at least two (2) years and may not be discarded or destroyed after that time if the Board directs the licensee to continue maintaining these records.

- c. When a Class B licensee is requested by the Board to submit periodic reports concerning food and alcohol sales, the reports shall be submitted in a format approved by the Board.
- d. Class B licensees, either new or by way of transfer, shall be required to file quarterly financial statements with the Board for one (1) year after issuance of the license.
- e. It shall be the duty of all licensees to keep complete and accurate records of their receipts and expenditures in such

form as may be prescribed by the Board. All licensees shall procure vouchers or purchase slips for all alcoholic beverages, food, or other commodities and items that the licensee purchased, and available for inspection by the Board, or its representative, during regular business hours.

13. FALSE STATEMENT

If the Board finds that any statement, report, affidavit, or oath required under any of the provisions of the Alcoholic Beverages Articles or these Rules and Regulations contains any knowingly-made false statement, the license may be suspended or revoked and the matter may be referred to the State's Attorney.

14. ALTERATION, ADDITION, REMODELING

- a. No licensee shall make physical changes to the licensed premises which would render the drawing of the licensed premises on file with the Board inaccurate without prior written approval of the Board. The licensee shall submit a drawing of any proposed physical changes to the licensed premises with his or her written request. The Board shall not approve the proposed change until it has been approved

by the appropriate government agencies. The Board may grant approval without a hearing. If the Board approves the physical change, the licensee shall submit an amended drawing accurately depicting the changes made.

- b. This section shall not apply to tables and chairs or gaming devices unless a certain number of tables and chairs are required under a Class B license.

15. RENEWALS

- a. Applications for renewal shall be submitted between February 1 and March 31 of each year.
- b. All state and local taxes shall be paid by April 20th of each year or there will be a \$50 a day fine incurred until the taxes are paid.
- c. Each Class B license renewal application shall be accompanied by a statement showing gross sales, food sales, and liquor sales for the previous calendar year in a format approved by the Board.
- d. Failure to receive a renewal application form from the Board shall not relieve the licensee of the responsibility of filing a timely application.

- e. All applications shall be legible, complete, and accurate and include the applicable fee.
- f. Failure to file a complete and accurate renewal application may result in nonrenewal of the license. Applications for renewal received after the time prescribed by statute shall not be considered.
- g. A late fee of fifty dollars (\$50) a day shall be assessed for each day a licensee fails to submit an application for renewal after March 31. In no event shall an application for renewal be accepted after April 10. A licensee who fails to submit an application for renewal by April 10 shall surrender the license on May 1.
- h. Failure to obtain the license from the Board by May 1 shall result in suspension of the license, unless the establishment is temporarily closed in accordance with Rule 11 and will result in a violation hearing to be held at the next Liquor Board's hearing date.

16. CORPORATIONS AND LIMITED LIABILITY COMPANIES

- a. All of the individuals applying for a license on behalf of a corporation or limited liability company (LLC) must have a

financial interest in the corporation or LLC. "Financial interest" is defined as ownership of at least ten percent (10%) of the outstanding common stock of the corporation with voting rights or holding at least a 10% interest in a limited liability company with voting rights, or actual consideration paid is at least \$5,000. For the purposes of this Rule, "actual consideration" means cash consideration. Loans, notes, and promises to pay do not qualify as actual consideration.

- (1) "Qualifying Resident Applicant" is defined as the applicant who is a State of Maryland resident at the time of the filing of the application.
- (2) The "financial interest" requirement shall be deemed met if the actual consideration for the corporation or interest in a limited liability company exceeds \$5,000 regardless of whether the stock or interest owned amounts to 10% of the outstanding stock or interest.
- (3) Individual officers applying for a license for the use of a corporation or LLC which has more than twenty-five (25) stockholders who are entitled to vote must have a financial interest in the corporation or LLC.

- b. Officers of clubs need not have a financial interest in the club but must be bona fide members of the club at all times.
- c. A stockholder making an application under the provisions contained in the last sentence of §3-105 of the Alcoholic Beverages Articles (application by certain close corporations) of the Annotated Code of Maryland must be a resident of the State of Maryland at the time of filing of the application and shall reside in the State of Maryland during their entire tenure as resident licensee. In addition, the applicant must meet the "financial interest" requirement referred to in subsection "a" above.
- d. Licensees who operate an establishment for the use of a corporation or LLC must report to the Board any proposed transaction affecting their ownership interest in the corporation or LLC. The transaction must be reported prior to the transaction.
- e. Licensees who operate an establishment for the use of a corporation or LLC shall submit with their renewal application a sworn statement that shall also include the name and address of each stockholder or LLC member who owns more than 5% of the outstanding stock or holds an interest in the LLC of more than 5%. The sworn statement

shall also include the name and address of each stockholder who owns more than five percent (5%) of the outstanding stock and shall set forth the number and class of shares owned by each stockholder, unless the corporation has more than twenty-five (25) stockholders eligible to vote in corporate stockholder meetings.

17. LICENSED PREMISES

For the purpose of assessing responsibility for any violations of the liquor laws, the licensed premises shall be deemed to include any and all appurtenant property which the licensee leases, owns, or otherwise has an interest in, including a parking lot. This rule does not redefine the licensed premises for purposes of serving alcohol.

18. VIOLATIONS

- a. If the Board, after a hearing, finds that any provision of these regulations has been violated, it may impose any sanction authorized by the Alcoholic Beverages Articles of the Annotated Code of Maryland.
- b. The Board may adopt an administrative fine schedule for initial violations of the Alcoholic Beverages Articles of the

Rules and Regulations of the Board of License Commissioners. The licensee may consent to the violation and pay the applicable fine or the licensee may contest the violation and have a hearing before the Board. If the licensee elects to contest the violation, the Board may impose any penalty or fine authorized by the Alcoholic Beverages Articles, which may not exceed the fine listed on the administrative fine schedule.

19. CHANGES OF LICENSEE NAME(S)

- a. An application to change the existing licensees shall be considered in accordance with §16-1701 of the Alcoholic Beverages Articles of the Annotated Code of Maryland. The application must be accompanied by the hearing fee.
- b. A hearing shall be held before a change of licensees is approved. Whether the license is necessary to accommodate the public shall not be an issue at the hearing.
- c. This section shall not apply to Class C licenses. However, Class C license holders shall report any change of licensees to the Board.
- d. If the email address for the business changes, the Board must be notified of the new email address immediately.

20. RESTAURANT

"Restaurant" means an establishment for the accommodation of the public equipped with a dining room and facilities for preparing and serving regular meals, wherein the average monthly receipts from the sale of food constitutes at least forty-one percent (41%) of the average monthly receipts from the sale of food and alcoholic beverages as measured over a period of one (1) year immediately preceding the filing of an application for license renewal, upgrade, transfer or other modification.

Restaurants are classed as follows:

Class BL – Beer, Wine and Liquor license open for at least two meals per day.

Class BW – Beer and Wine 7-day license open for at least two meals per day and can sell alcohol every day of the week.

Class BW – Beer and Wine 6-day license open for at least two meals per day but cannot sell alcohol on Sundays.

Class BCL – Beer, Wine and Liquor license that must be open for two meals per day and can cater alcohol and food for off-premises events.

Class BR – Beer, Wine and Liquor license that must be open for only one meal per day.

Class BRC – Beer, Wine and Liquor license that must be open for only one meal per day and can cater alcohol and food for off-premises events.

a. A Restaurant with a Class B – Beer, Wine and Liquor License must meet all other requirements of §16-902 of the Alcoholic Beverages Articles of the Annotated Code of Maryland.

(1) For purposes of §16-902(b)(2) of the Alcoholic Beverages Articles of the Annotated Code of Maryland, a full-course meal shall consist of a menu with choice of at least three (3) entrees and two (2) vegetables which must be available during, but not limited to, the following hours:

(a) Monday through Friday – two (2) of the three (3) times in (c) below; and

(b) Saturday and Sunday – one (1) of the three (3) times in (c) below.

(c) Breakfast – 7:00 a.m. – 9:00 a.m.

Lunch – 12:00 p.m. – 2:00 p.m.

Dinner – 5:30 p.m. – 9:00 p.m.

(2) During meal times, there must be sufficient food on the premises for the regular serving of meals on the menu and the meals must be made available, if requested, at the appropriate meal time. During each of the meal times listed in (c), there must be seating available at tables or booths (not including seats at bars or counters) to accommodate fifty (50) or more persons.

b. A Restaurant with a Class B -- Beer or Beer and Wine License must meet the following requirements and conditions:

(1) During meal times, there must be sufficient food on the premises for the regular serving of meals on the menu and the meals must be made available if requested at the appropriate meal time. During the meal time, there must be seating available at the tables or booths to accommodate twenty (20) or more persons not including seats at bars or counters.

(2) A Class B, Beer and Wine (Six Day) license permits the licensee to sell Beer and Wine for consumption on and/or off the premises six (6) days a week.

(3) A Class B, Beer and Wine (Seven Day) license permits the licensee to sell beer and wine for consumption on and/or

off the premises seven (7) days a week with Sunday sales running between 8:00 a.m. and 1:00 a.m.

(4) A Class BR, Beer, Wine and Liquor license that is open for only one meal per day and can sell Beer and Wine for consumption on and/or off the premises. A Class BRC, Beer, Wine, and Liquor license allows all of the above, but also allows catering of food and alcohol for off-premises events.

(5) A Class BCL – Beer, Wine, and Liquor license permits the licensees to sell beer and wine for consumption on or off premises and liquor on premises, and also allows the sale of beer, wine and liquor with food for off-premises events.

- c. No alcoholic beverages may be served or sold for consumption off the premises until the restaurant is open for the sale of full-course meals. A restaurant that serves full-course dinner meals during the times provided for herein, may continue to serve alcoholic beverages until closing as provided in the Alcoholic Beverages Articles, §16-2003 through §16-2005 of the Annotated Code of Maryland; however, restaurants that do not provide a dinner meal must cease serving alcoholic beverages upon completion of the lunch time.

- d. Food sales shall include any food listed on the menu or as a daily, weekly, or monthly special.
- e. In the event that a licensee shall fail to meet any or all of the requirements stated above, or in §16-2003 through §16-2005 of the Alcoholic Beverages Articles of the Annotated Code of Maryland at any time during the calendar year, the Board, at its discretion, may revoke, suspend or downgrade the license to the appropriate class.

21. MINORS' USE OF GAMING DEVICES IN ESTABLISHMENTS OTHER THAN BOWLING ALLEYS AND GOLF COURSES

A licensee shall not allow persons under the age of eighteen (18) to play pool, billiards, pinball, video, arcade or console machines, in a licensed establishment other than in a bowling alley or golf course, unless accompanied by a parent or legal guardian.

22. HOURS OF OPERATION

All licensed establishments must display their hours of operation and, if a Class B, BC or BR license, the hours full-

course meals are served on a permanent sign, located near the main entrance and visible to the public. Class A licenses may operate from 8 a.m. to 11 p.m. Monday through Sunday; Class B – Beer and Wine Six-day licenses may operate from 8 a.m. to 2:00 a.m. Monday through Saturday and must be closed on Sunday. The Class D – Beer and Wine license may operate from 8 a.m. until 2:00 a.m. Monday through Saturday and 1:00 a.m. on Sundays. All other licenses may operate from 8 a.m. to 2 a.m. Monday through Saturday and 8 a.m. until 1 a.m. on Sunday.

23. RESPONSIBLE PERSON IN CHARGE WHEN OPEN

A licensee may not be open to the public at any time without having a responsible person who is at least twenty-one (21) years old present on the premises and in charge of the establishment and the staff who are present.

24. ALCOHOLIC BEVERAGES MUST BE INACCESSIBLE DURING OFF HOURS

- a. Licensees who are open for business during hours when they are not permitted to sell alcoholic beverages must keep their

entire stock of alcoholic beverages inaccessible to the public during those hours.

- b. Licensees must have all patrons and off-duty employees removed from the premises, and in addition, glasses, bottles, cans, and any other container that may contain or could have contained alcohol or any other type beverage, cleared from the bar and tables by fifteen (15) minutes after the closing time required by §16-2007 of the Alcoholic Beverages Articles of the Annotated Code of Maryland.

25. RULES AND REGULATIONS

Licensees are required to have a copy of the Board's Rules and Regulations in their establishment and available for inspection at all times.

26. LICENSEE RESPONSIBLE

For purposes of the Rules and Regulations, if a licensee is required to take some action or is prohibited from taking some action, the licensee shall be accountable for the acts of any employee or agent of the licensee as if the licensee had acted or failed to act.

27. CHANGE IN NAME OF ESTABLISHMENT

Licensees must obtain the permission of the Board prior to changing the trade name under which the licensed establishment is operated. To change the corporate name under which the licensed establishment operates, a hearing must be held before the board and the advertising fee of \$500.00 must be paid in addition to the bulk transfer fee of \$350.00.

28. NOISE AND MUSIC

Mechanical music boxes and other sound making devices (including live performances) shall not be operated from 10:00 p.m. to 8:00 a.m. the following day in a manner that disturbs the peace and quiet of the neighborhood.

29. CONDITIONS

- a. The Board may set conditions, time limits, and/or restrictions on the granting of a new license, the granting of a transfer of an existing license, or the renewal of a license when it feels that the conditions are in the best interest of public accommodation and are necessary to protect the peace and safety of the community.

- b. The Board and licensee may agree to conditions and/or restrictions on an existing license upon a determination that a violation has occurred.

30. BARTENDERS AND WAITSTAFF

- a. A holder of a Class B license may employ an individual 15 years old or older to perform a task other than one involving selling, serving, or delivery of alcoholic beverages.

- b. An individual 18 years old or older may sell, serve, or deliver alcoholic beverages in a restaurant. A holder of a Class A license may employ an individual 18 years old or older to stock alcoholic beverages and to operate a lottery ticket terminal.

- c. Individuals 21 years old or older may act as a bartender or in any solely bar-related capacity. Individuals 21 years old or older may sell alcohol in a Class A licensed establishment.

31. QUALIFYING RESIDENT

- a. The qualifying resident must maintain a residence in the State of Maryland and reside at that location for no less than

nine (9) months out of each license year. The qualifying resident shall notify the Board and provide the Board with an alternative address and telephone number in writing in advance of any absence from the State of Maryland for a period of thirty (30) days or more.

- b. If for any reason a qualifying resident licensee requests to be removed from a license, such request must be presented to the Board, in writing, at least thirty (30) days prior to the date when the licensee seeks to have the request be effective. If no other licensee meets the requirements of a qualifying resident, the Board may revoke the license at such time as the removal is effective.

32. COST OF HEARING

In addition to any penalties imposed upon a licensee as the result of a violation hearing, the Board may require the licensee to pay all or part of the costs of the hearing, as determined by the Board. This includes, but is not limited to, the cost of an interpreter for any hearing.

33. GRANTING OF LICENSE

Class A license	Package Liquor Store – BWL
Class BL license	Restaurant – BWL
Class BW – 7 day	Restaurant beer and wine only 7 Days a week
Class BW – 6 day	Restaurant beer and wine only With no alcohol sales on Sunday
Class BCL	Restaurant – BWL with catering
Class BR	Restaurant – BWL open for one Meal only
Class BRC	Restaurant – BWL open for one Meal only and with catering
Class C	Clubs – BWL
Class D	Beer only for breweries
Class D	Beer and Wine for boutique or Unique establishments
Class H	Hotel or Catering establishments BWL

Effective January 10, 2007, the Board shall limit the number of licenses as specified below¹:

- a. Per §16-1601 of the Alcoholic Beverages Articles of the Annotated Code of Maryland for Class A (Beer; Beer and Wine; and Beer, Wine and Liquor License) – The maximum number of Class A alcoholic beverage licenses in each of the election districts of Carroll County shall be limited to one (1) Off Sale license for the first five thousand (5,000) people of actual population of each election district. Additional Class A licenses shall be issued for each additional five thousand (5,000) people of actual population, example: 0 – 9,999 actual population = 1 Class A license; 10,000 – 14,999 actual population = 2 Class A licenses; 15,000 – 19,999 actual population = 3 Class A licenses, etc. The actual population of each election district shall be based on and as determined by the official and most current population report of each election district as updated by the Carroll County Department of Planning. The Board shall not issue Class A licenses to gas stations or convenience stores. All current Class A establishments, licensed as of August, 2014, shall be grandfathered in regardless of their alcohol sales.

- b. Class B and Class BC – Class B licenses shall be issued as needed to accommodate the public. Class BC licenses shall be issued as requested.
- c. Class C – Class C licenses shall be issued as requested, except for golf course licenses which shall be issued in accordance with Rule 54.
- d. Class D – Class D licenses shall be issued at the rate of one (1) license per 5,000 people of actual population of each election district. The Board shall allow a minimum of one (1) license per election district in districts that the population is under 5,000. This limitation shall not prevent the downgrading of an existing Class B license by the Board. Class D licenses shall be issued only to taverns, boutique or specialty establishments. All current Class D establishments, licensed as of August, 2014, shall be grandfathered in regardless of their alcohol sales. The Board shall not issue Class D licenses to gas

stations or convenience stores. For purposes of this rule, convenience stores shall be defined as an establishment whose primary stock consists of non-alcoholic or non-alcohol related products. Class D licensed establishments' ability to sell on and/or off premises shall be determined by the Board on a case by case basis. Class D – Breweries – Class D licenses for breweries will be granted regardless of population numbers as long as the brewery has obtained a Class 5 State Brewery License. These licenses will be designated as Class DB and this license will allow selling their product for both on and off premises consumption.

- e. A specialty on-site consumption permit for Class 1 Distilleries will be issued upon approval by the Board at a cost of \$500.00 annually. This permit allows the holder to sell mixed drinks made from

the product that the holder produces with other non-alcoholic ingredients for on-site consumption.

- f. Class H – Class H licenses shall be issued as needed to accommodate the public.

34. OWNERSHIP

Every licensee or applicant, other than for Class "C" licenses, shall be an actual owner of the business conducted on the licensed premises. The identity of any person, not a licensee, having any financial interest in the business shall be disclosed to the Board in writing. If it is discovered that persons other than the applicant or licensee are the actual owners of the business, the license may be revoked, terminated, or denied. This provision does not apply to publicly traded corporations which are traded through a recognized National Exchange such as the New York Stock Exchange.

35. COOPERATION

Licensees shall cooperate with representatives of all governmental agencies when those representatives are acting in their official capacities.

36. PERSONAL IDENTIFICATION OF PATRONS

When the age of a prospective customer is in question, the licensee shall require two (2) pieces of identification, one of which must be a bona fide driver's license or official State ID card. A United States Military Identification Card may also be used as a valid ID. Electronic IDs issued by the State are also acceptable as a valid ID. Any sale to a minor shall not be considered to have been made with "due caution" if the licensee fails to request and to examine the minor's identification.

37. SERVING ALCOHOLIC BEVERAGES OUTSIDE THE LICENSED PREMISES

A licensee shall not serve or allow consumption of alcoholic beverages on adjacent grounds outside of the licensed establishment without prior written approval of the Board, such as, but not limited to, decks, yards, beer gardens, pavilions, parking lots, etc. A licensee shall request approval at least seven (7) days in advance. This does not

apply to Class A establishments as they are off-premise sales only.

38. ACQUISITION OF ALCOHOLIC BEVERAGES FOR THE USE OF MINORS

No licensee shall sell or furnish any alcoholic beverages with the knowledge that the purchaser is purchasing or acquiring the beverages for consumption by any person under the age of twenty-one (21).

39. PRESENCE OF MINORS ON LICENSED PREMISES

No licensee holding a Class B, C, D, or H license shall allow any person under the age of twenty-one (21) years to stand or sit at the bar.

40. PAYMENT OF TAXES

All license holders shall make timely payment of their taxes and be current in payment of those taxes. Upon notification by the Comptroller of any taxes due and owing, or upon notification by the tax collector for Carroll County or any municipality within Carroll County, that a licensee's taxes have not been paid and are due and owing, the Board may

suspend such license until such time as the taxes have been paid. In addition, failure to pay taxes timely shall constitute a violation of the rules. All state and local taxes must be paid by April 20 of the renewal year or a fine of \$50 per day will be incurred until the tax payments are satisfied.

41. CLASS A LICENSES

The premises of a Class A license shall not be expanded to create a combined area larger than ten thousand (10,000) square feet.

42. WINE TASTING LICENSE (WT)

- a. The licensee may not serve more than one (1) ounce from each brand to any one person for sampling or tasting purposes and no more than six (6) bottles may be opened for sampling at a time. The privilege of wine tasting or sampling may not be exercised more than fifty (50) days of each licensing period, and the licensee shall notify the Board, in writing, at least seven (7) days prior to exercising this provision of the license of his or her intent to do so. The bottles of wine to be sampled, once opened, must be accurately and specifically marked that they are for

sampling purposes only. Contents of any bottle shall not be mixed with any other and all bottles shall be destroyed once emptied.

- b. Wine tasting is for consumption on the licensed premises only. Wine tasting or sampling may not be conducted from a drive-through window.
- c. An application for a Wine Tasting License shall be made on forms provided by the Board and renewals shall be made at the time the regular license is renewed.
- d. The Board may grant a Wine Tasting License without a hearing. In the event of a denial of a Wine Tasting license by the Board, the applicant(s) may request a public hearing before the Board.
- e. This rule applies to Class A establishments only.

43. BEER TASTING LICENSE (BT)

- a. The licensee may not serve more than two (2) ounces from each brand to any one (1) person for sampling or tasting purposes and no more than six (6) bottles may be opened for sampling at a time. The privilege of beer tasting or sampling may not be exercised more than fifty (50) days of each licensing period, and the licensee shall notify the

Board, in writing, at least seven (7) days prior to exercising this provision of the license of his or her intent to do so. The bottles of beer to be sampled, once opened, must be accurately and specifically marked that they are for sampling purposes only. Contents of any bottle shall not be mixed with any other and all bottles shall be destroyed once emptied.

- b. Beer tasting is for consumption on the licensed premises only. Beer tasting or sampling may not be conducted from a drive-through window.
- c. An application for a Beer Tasting License shall be made on forms provided by the Board and renewals shall be made at the time the regular license is renewed.
- d. The Board may grant a Beer Tasting License without a hearing. In the event of a denial of Beer Tasting License by the Board, the applicant(s) may request a public hearing before the Board.
- e. This rule applies to Class A establishments only.

44. LIQUOR TASTING LICENSE (LT)

- a. The Licensee may not serve more than one-half (1/2) ounce from a single sample of liquor and not more than five (5)

samples in a single day to a person for sampling or tasting purposes. Not more than five (5) bottles of liquor may be opened for sampling at a time. The privilege of liquor tasting or sampling may not be exercised more than fifty-two (52) days of each licensing period, and may be done on consecutive or nonconsecutive days. The licensee shall notify the Board, in writing, at least seven (7) days prior to exercising this provision of the license of his or her intent to do so. The bottles of liquor to be sampled, once opened, must be accurately and specifically marked that they are for sampling purposes only. The contents of any bottle shall not be mixed with any other and all bottles shall be destroyed once emptied.

- b. The licensee may provide non-alcoholic mixers to the customer to use with the liquor samples, but the licensee may not pre-mix the liquor with any substance prior to providing it to the customer as a sample or taste.
- c. All alcoholic beverages bottled and labeled as containing liquor are considered liquor for the purpose of this license.
- d. An application for a liquor tasting license shall be made on forms provided by the Board and renewals shall be made at the time the regular license is renewed.

- e. The Board may grant a liquor tasting license without a hearing. In the event of a denial of a liquor tasting license by the Board, the applicant(s) may request a public hearing before the Board.
- f. This rule applies to Class “A” establishments only.

45. MARYLAND WINE FESTIVAL

- a. All licensees shall be subject to all provisions of the Alcoholic Beverages Articles of the Annotated Code of Maryland and the Board's Rules and Regulations governing violations thereof, and any fine, suspension or revocation that may be applicable thereto.

46. CLASS BC – RESTAURANT CATERER'S LICENSE

- a. For the purpose of §16-903 of the Alcoholic Beverages Articles of the Annotated Code of Maryland, a caterer is defined as one who contracts to provide food and alcoholic beverages to sponsors of public and private events.
- b. The licensee providing catering off-premises under a Class BC License may not have a financial interest in the facility, including real estate and improvements, where the catering is to take place.

- c. For each event catered under this license, the Board shall be notified in writing, at least ten (10) days in advance, of the date, time, sponsor, and location of such event.
- d. Either the license holder or the event sponsor shall provide food for consumption at the catered event.

47. CLASS C – CLUBS

- a. A Class C Beer or Beer and Wine license may be issued to any club or local unit of an association or corporation which is organized and operated exclusively for educational, social, fraternal, patriotic, political or athletic purposes, and not for profit. A Class C – Beer, Wine and Liquor license may be issued to a nationally organized nonprofit or fraternal or veteran's organization composed solely of members duly elected and initiated in accordance with the rites and customs of such non-profit fraternal or veteran's organization having a bona fide membership of not less than fifty (50) persons and dues of not less than fifteen dollars (\$15.00) per annum per person.
- b. The holder of a Class C license may not allow any alcohol to be consumed on the property unless purchased from that

Class C Licensee, pursuant to §16-905 of the Alcoholic Beverages Articles of the Annotated Code of Maryland.

- c. All licensees must be officers and/or directors of the club or organization, pursuant to §16-905 of the Alcoholic Beverages Articles of the Annotated Code of Maryland.
- d. No license shall be issued to any club that was formed for the sole purpose of obtaining an alcoholic beverage license.
- e. Any change of officers on the license must be reported to the Board within thirty (30) days of their election. When there is an addition of a new officer to the license, the letter of notice to the Board must include the following:
 - (1) Name, age, and address of the officer;
 - (2) The title of the officer;
 - (3) Statement that the officer has never been convicted of a felony and further statement as to whether he or she has been adjudged guilty of violating the laws governing the sale of alcoholic beverages or for the prevention of gambling in the State of Maryland; and
 - (4) Signature of the officer; and signature of the President or Secretary. All signatures must be notarized.
- f. The club must have a sufficient number of members to support its operational budget.

- g. All clubs eligible for this license shall be reviewed at renewal time.
- h. Any application for a Class C license must be accompanied by a diagram of licensed premises indicating which portion of the building is to be licensed. The Board may grant permission for use of any other facility the club may have a contractual right to use.

48. CLASS C – PER DIEM AND TEMPORARY

- a. A Class C - Temporary Beer License or Beer, Wine and Liquor license may be issued to any club, society or association providing any bona fide entertainment conducted by the club, society or association at the place described in the license for a permit not to exceed seven (7) consecutive days. Only non-profit organizations may apply for per diem and temporary licenses.
- b. The application shall be submitted to the Board, on forms provided. The application shall be submitted no later than thirty (30) days prior to any event, whether indoor or outdoor. The application shall specify the total number of events to be authorized under this per diem license.

- c. Alcoholic beverages purchased for any of the events under this license may be purchased from a retail dealer per §4-1204 of the Alcoholic Beverages Articles of the Annotated Code of Maryland. Alcoholic beverages purchased under this license shall not be used for any event other than one of the events included in this license. No alcoholic beverages shall be stored on the premises except as provided in §14-1203 of the Alcoholic Beverages Articles of the Annotated Code of Maryland.
- d. A sketch depicting the premises for outdoor events shall be submitted to the Board. The sketch need not be to scale but should show approximate dimensions and layout of the premises including the bar or service area, and parking area.
- e. Applicants are responsible for contacting town officials or any other county agency for noise, amusements, or other permits that may be required for any of their events.
- f. A Per Diem Class C License permits sales for consumption only on the premises. The purchase of any alcoholic beverages for consumption off the premises is prohibited. “Premises” means an enclosed or physically confined area.
- g. At least one licensee must be alcohol awareness trained in State certified program.

49. KEG SALES

All licensees who are otherwise authorized to sell beer in a keg as defined in §5-303 of the Alcoholic Beverages Articles of the Annotated Code of Maryland must comply with §5-303 of the Alcoholic Beverages Articles of the Annotated Code of Maryland.

50. DELIVERY-RETAIL SALES

Subject to prior approval by the Board, a Class A licensee or the licensee's employee who is over twenty-one (21) years of age may deliver alcoholic beverages in Carroll County provided that such delivery must be made to a person twenty-one (21) years of age or older. All delivery operations must cease one half hour before the licensee's regularly scheduled closing time.

51. DISPLAY OF LICENSE

Every licensee receiving a license under the provisions of the Alcoholic Beverages Articles of the Annotated Code of Maryland shall frame the license and place the license so that it shall at all times be conspicuous and easily read in the place of business.

52. SEVERABILITY

If any part of these Rules and Regulations shall be held invalid, such part shall be deemed severable and the invalidity thereof shall not affect the remaining parts of these Rules and Regulations.

53. GOLF COURSES

In construing §16-1001 of the Alcoholic Beverages Articles of the Annotated Code of Maryland, the Board finds that the license may be granted as necessary for the accommodation of the public and requires as a condition of the license that the sale of alcoholic beverages for consumption on the premises may not be restricted to patrons who have paid membership or other fees for the use of the golf course.

54. VOLUNTEER FIRE COMPANIES

- a. A Class C Temporary Beer, Wine and Liquor License (Fire Companies) may only be issued to a Carroll County Volunteer Fire Company providing a bona fide entertainment event conducted by the fire company. The license shall be dated as of the date of issue and shall expire on June 30 after its issuance. At least three (3) of the elected

officers of the fire company shall make application for the license and at least one (1) of them shall be a State of Maryland resident. One of the licensees or an appointed chairman of the event shall be present for the entire duration of the event for which the license is issued. The name of the licensee or chairman shall be listed on the form attached to the application or the form to be submitted quarterly, as appropriate.

- b. Applicants and licensees shall comply with Rule 49 subsections “c” through “j” in addition to the other requirements of this Rule.
- c. Other non-profit organizations (excluding fire companies) authorized to use the fire company facilities (for example, Lions Clubs, Recreation Councils, etc.) are required to obtain a Per Diem Class C, One-Day License for their events. The organization conducting the activity must purchase the alcoholic beverages from a retail dealer per §4-1204 of the Alcoholic Beverages Articles of the Annotated Code of Maryland.
- d. For those occasions when one (1) fire company hosts a banquet for one (1) or more other fire companies, the host

company shall be responsible for obtaining the license for the location where the banquet is held.

55. CONSUMPTION OF ALCOHOL WHILE WORKING

No licensee or employee of a licensed establishment, while on duty, may consume anywhere on the premises any alcoholic beverages. No licensee or employee of a licensed establishment may be on duty at any time, for any reason, while in an impaired condition, regardless of where the alcoholic beverages were consumed. Class A establishments' employees are allowed to sample alcohol from a licensed distributor.

56. MINIMUM HOURS REQUIREMENT

If the holder of a Class A, B, BC or D license issued by the Board does not open the premises for a minimum of thirty (30) hours and five days per week, such failure to hold the premises open to the public for the minimum hours specified may be grounds for revocation, suspension, or non-renewal of a license.

57. GAMING DEVICES/LICENSES

All gaming devices, vending machines, and other coin operated devices on any licensed premises must have all current licenses and/or tax stamps as required by law. Such licenses and/or tax stamps must be kept on the premises and shall be available for inspection by the Board.

58. ADDRESS/PHONE NUMBERS

Licensees shall notify the Board within ten (10) days of a change in any of the Licensees' addresses or phone numbers.

59. BEER FESTIVAL LICENSE

All licensees shall be subject to all provisions of the Alcoholic Beverages Articles of the Annotated Code of Maryland the Board's Rules and Regulations governing violations thereof, and any fine, suspension or revocation that may be applicable thereto.

60. DRINKING GAMES, INDUCEMENTS TO DRINK AND FREE DRINKS

Licensed establishments are prohibited from promoting or encouraging drinking games (any games that encourage or

require the participant to drink alcoholic beverages). Licensed establishments are prohibited from inducing the drinking of alcoholic beverages in any manner, such as offering a reduced price for other goods, such as food, if an alcoholic beverage must be purchased in order to get the reduced price. Licensed establishments are prohibited from giving away free drinks.

61. RAFFLES

Per Diem Class C one-day licensees, may sell or give chances or otherwise raffle any container holding alcoholic beverages or any game of chance (i.e., whiskey wheels) that offers as a prize any alcoholic beverage, when the proceeds are for non-profit or charitable purposes. Prizes must be distributed at the end of the event to be consumed off premises.

62. PEACE AND SAFETY OF THE COMMUNITY

Any establishment licensed by the Board may not be operated in a manner that in the judgment of the Board endangers the peace or safety of the community in which the establishment is situated.

63. GROWLERS

In Carroll County, a refillable container (Growler) permit entitles the Permit Holder to sell draft beer for consumption off the licensed premises in a refillable container (Growler) that meets the following standards under §16-1102 and §5-303 of the Alcoholic Beverages Articles of the Annotated Code of Maryland. The Holder of a refillable container permit (Growler) issued under this article, may refill a refillable container, originating from inside or outside the State that meets standards adopted by the Executive Director under this section for a beer container. This means that a growler container purchased from any vendor may be filled/refilled at any other permit holder's establishment. Growlers are to only be filled and/or refilled by the permit holder or the permit holder's designated staff.

1. Growlers must have a capacity of not less than 32 ounces and not more than 128 ounces.

2. Growlers must be sealable.

The label on each growler must:

1. Be branded with an identifying mark of the seller of the container;
2. Bear the federal health warning statement required for containers of alcoholic beverages under 27 C.F.R. 16.21;
3. Display instructions for cleaning the container;
4. Bear a label stating that:
 - a. Cleaning the container is the responsibility of the consumer; and
 - b. The contents of the container are perishable and should be refrigerated immediately and consumed within 48 hours after purchase.

Except as otherwise specifically provided, the hours of sale for a refillable container permit are the same as those for the underlying alcoholic beverages license. The specific provision for hours of sale state that sales “begin at the same time as those for the underlying alcoholic beverages license; and end

at midnight”. Class A establishments’ hours of sale end at 11:00 p.m.

64. CROWLERS

In Carroll County, a non-refillable container (Crowler) permit entitles the Permit Holder to sell draft beer for consumption off the licensed premises in a non-refillable container (Crowler) that meets the following standards under §16-1103 of the Alcoholic Beverages Articles of the Annotated Code of Maryland. The Holder of a non-refillable container permit (Crowler) issued under this article, may not refill a non-refillable container, originating from inside or outside the State that meets standards adopted by the Executive Director under this section for a beer container. This means that a crowler container purchased from any vendor may not be filled/refilled at any other permit holder’s establishment. Crowlers are to only be filled by the permit holder or the permit holder’s designated staff.

1. Crowlers must have a capacity of 32 ounces.

2. Crowlers must be sealable.
3. Crowlers must be constructed out of aluminum.

The label on each Crowler must:

1. Be branded with an identifying mark of the seller of the container;
2. Bear the federal health warning statement required for containers of alcoholic beverages under 27 C.F.R. 16121;

Except as otherwise specifically provided, the hours of sale for a Crowler are the same as those for the underlying alcoholic beverages license. The specific provision for hours of sale state that sales “begin at the same time as those for the underlying alcoholic beverages license; and end at midnight”. Class A establishments’ hours of sale end at 11:00 p.m.

65. INSPECTIONS

A building, vehicle, or premises where alcoholic beverages are authorized to be kept, transported , manufactured, or sold under a license or permit may be inspected and searched, without a warrant, by:

an agent of the Alcohol, Tobacco and Cannabis Commission; the local licensing board of the county or city where the place of business is located or an authorized agent or employee of the local licensing board; and a peace officer of the county or city where the place of business is located.

66. MULTIPLE LICENSES HELD BY ONE PERSON

The number of Class B licenses that a single individual may hold is limited only by the cap imposed by each local licensing board on the licenses that the local licensing board issues. The licenses may be issued for the use of: (i) the license holder; or (ii) a partnership, a corporation, an unincorporated association, or a limited liability company. The Liquor Board will allow license holders to hold a maximum of three (3) licenses in Carroll County (§4-203 of the Alcoholic Beverages Articles of the Annotated Code of Maryland).

67. ALCOHOL AWARENESS TRAINING

Per section 16-1904 of the Alcoholic Beverages Articles of the Maryland Code: At least one licensee named on a license issued by the Carroll County Board of License Commissioners shall hold a current certification of completion from an alcohol awareness program approved by the State;

- a. All Class B and Class D licensees, or an individual designated by the licensee who has completed a certified, approved alcohol awareness program and is employed in a supervisory capacity, shall be present on the licensed premises during the hours in which alcoholic beverages may be sold;
- b. Licensees who violate this Rule are subject to a fine of \$100 for the first offense and for each subsequent offense a fine not exceeding \$500 or a suspension or revocation of the license or both; and
- c. A current certificate reflecting the completion of an approved alcohol

awareness program shall be available for inspection at the licensed premises or posted at the licensed premises.

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