

ALCOHOL WAIVER REQUEST INSTRUCTIONS

The process to request a waiver to sell and/or serve alcohol is a multi-month process.

Per Section 6-19 Alcoholic Beverages of City Code:

- (c) **Prohibition.** Except as otherwise provided in this section, an individual may not consume an alcoholic beverage or possess an alcoholic beverage in an open container in a park or upon any other public property, including in a parked vehicle located on public property, within the City.

- (d) **Special Events.**
 - (1) Upon request, the Board of Aldermen may authorize the consumption of alcoholic beverages in a park or on any other public property:
 - (A) in connection with a special event determined by the Board of Aldermen to be of significance to the City; or
 - (B) if, in the judgment of the Board of Aldermen, the consumption would not be contrary to the public interest.
 - (2) The Board of Aldermen may attach to the authorization any conditions deemed necessary to protect the public health, safety, or welfare.
 - (3) Upon request, the Mayor may authorize the consumption of alcoholic beverages in connection with a special event taking place entirely within a structure.

TO APPLY FOR A WAIVER TO SERVE/SELL ALCOHOL:

Apply for your park or Parade Walk Race permit first, so that you know where and when you are requesting the waiver to serve/sell alcohol.

Sarah Stamper, Office Manager for Parks & Recreation Department is the contact to request an alcohol waiver and to assist navigating through the process. Contact Sarah at 301.600.1173 or ssamper@cityoffrederickmd.gov.

Applicant and/or representative must complete and submit the Parks & Recreation Commission Application: <https://www.cityoffrederickmd.gov/DocumentCenter/View/19760/2022-PDF-P--R-application> by the 11 a.m. submission deadline. Deadline schedule and meeting format is posted here: <https://www.cityoffrederickmd.gov/DocumentCenter/View/20774/2023-parks-and-rec->

Applicant is responsible for contacting Frederick County Liquor Board <https://frederickcountymd.gov/1291/Liquor-Board>, 301-600-2984, regarding any additional requirements/permits necessary regarding alcohol sales/service.

January 2023

Item will be placed on an upcoming Parks & Recreation Commission meeting agenda. An applicant and/or representative/s must attend the meeting to make the request and to answer any questions.

The Parks & Recreation Commission is a recommending body, and will make a recommendation to the Mayor and Board.

Following the Parks & Recreation Commission meeting, commission's recommendation will be forwarded to place the item on an upcoming Mayor and Board meeting agenda. No applicant representative needs to attend the meeting. You will be notified as soon as possible IF the Mayor and Board would like an applicant representative to attend to answer further questions. The Parks & Recreation Department Office Manager will keep you updated on the status of your request.

If alcohol to be served will be SOLD, applicant is responsible for obtaining a vendor/peddler permit after Mayor & Board approval. Contact the Building Department, 301.600.3814 or dpohl@cityoffrederickmd.gov for information. Vendor/peddler permit must be obtained prior to park permit issuance. Alcohol sales and mobile vendors are not allowed in the Historic District.

Continue working with Parks & Recreation Department staff to satisfy all requirements for your park permit and/or Parade Walk Race event permit.

Applicant checklist:

- Apply for Park reservation permit or Parade Walk Race permit so that the date/time/location is secured before applying for alcohol waiver.
- Types of alcohol to be served: Beer Wine Beer & Wine Beer Wine & Spirits
- Will alcohol be SOLD at the event? If yes, further permits and information may be required. **No alcohol sales or mobile vendors permitted within the Historic Preservation District (HPC).
- Contact Office Manager to begin alcohol waiver process.
- Submit Parks & Recreation Commission application by 11 am. application deadline.
- Parks & Recreation Commission Meeting Date _____. Representative must be present at the meeting.
- Mayor & Board Meeting Date _____. Must receive approval to sell/serve Yes
- Applicant is responsible for obtaining a vendor/peddler permit in addition to Mayor and Board approval to serve alcohol and submit copy of vendor/peddler permit prior to event/park permit issuance.
- Applicant is responsible for contacting Frederick County Liquor Board, regarding any additional requirements/permits necessary regarding alcohol.
- Continue working with Parks & Recreation Department staff to satisfy all requirements for your park permit and/or Parade Walk Race permit.