



LIQUOR CONTROL BOARD FOR HARFORD COUNTY, MARYLAND

16 North Main Street, Bel Air, MD 21014
410-638-3028 / 410-879-6370 / 410-638-4970 (fax)
www.hclcb.org



OUTSIDE SERVICE AREA APPLICATION

Corporate/L.L.C. Name: _____

Trade Name: _____

Business Address: _____

To the Commissioners of the Liquor Control Board for Harford County, Maryland:

Application is made by the undersigned licensee(s) under the provisions of Board Rule 3:26 of the Rules & Regulations of the Harford County Liquor Control Board for permission to serve alcoholic beverages on adjacent grounds outside the licensed premises.

We/I understand the regulations outlined in the attached information sheet and all other applicable Rules and Regulations of the Harford County Liquor Control Board.

(Print Licensee's Name) (Signature of Licensee) (Date)

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(1) Plan attached, including diagram, type of barrier, tables, chairs, and times of service: [] Yes [] No

(2) Outside Area Dimensions: _____ No. of Tables: _____ No. of Chairs: _____

(3) Is the Outside Area attached to the premises with a facility entrance/exit? [] Yes [] No

(4) Is the Outside Service Area part of your lease agreement? [] Yes [] No

Landlord Name: _____ Landlord Signature: _____

(5) Is the Outside Area located on public right-of-way (i.e., sidewalk)? [] Yes [] No

- It is the responsibility of the Licensee/Applicant to obtain all the required permits from all required agencies (i.e., Health Department, Planning & Zoning, Fire Marshal, etc.).
Outside areas which are located on public right-of-way require additional approval by the County and/or municipality (Town of Bel Air, City of Aberdeen, City of Havre de Grace).
Outside Areas located within City/Town limits must obtain written approval from that jurisdiction.

NOTE: Once the Outside Area has been approved, you must obtain a Final Compliance Inspection BEFORE you open and serve alcoholic beverages in that area.

For Office Use Only:

[] Received By HCLCB: Date: _____ [] Approved By HCLCB: Hearing Date: _____

Rev. 5/2017 Initials: _____ Staff Initials: _____



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REQUIREMENTS FOR PERMANANT/SEASONAL OUTSIDE SERVICE

- **No service** of alcohol can take place on an outside deck or patio area unless **PRIOR** Board approval has been requested and granted.
- The area for which outside service is requested must be attached to the licensed premises (building) in some manner.
- **All applicable permits** must be approved and obtained from all required agencies (i.e., Health Department, Planning & Zoning, Fire Marshal, etc.). This is the responsibility of the Licensee/Applicant. **Final Approval from the Harford County Liquor Control Board is contingent upon the fulfillment of ALL requirements for additions to the licensed premises.**
- Outside/Seasonal service of alcoholic beverages is a *privilege* granted by the Harford County Liquor Control Board. This privilege can be suspended or revoked by the Board for violations of the alcoholic beverage laws.
- **To apply for/request permission for alcohol service** in/on an outside area of the licensed premises, the following must be completed:
 - (1) The ***Outside Service Area Application*** must be completed, including the **Landlord's signature**.
 - (2) A written plan must be submitted, including, but not limited to, the following:
 - (a) A detailed description of the exact area to be utilized for outside service, the times for service, and the stationary and/or moveable structure to be used for containment of the area of service.
***Roping or tape is not an acceptable product for containment.**
 - (b) A diagram illustrating the proposed area for outside service. Photos may also be submitted.
 - (c) Specific information on the type of structure to be used for containment and how the area is to be controlled/monitored.
 - (3) An inspection of the requested service area by the Harford County Liquor Control Board staff may be required prior to final approval of the request.
- Once an approval for outside service is granted, yearly requests are not required UNLESS there is a change in the service area or monitoring.