LIQUOR CONTROL BOARD FOR HARFORD COUNTY, MARYLAND
16 North Main Street, Bel Air, MD 21014
410-638-3028 / 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 3:17 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 License Holder's Name)	(Signature of License Holder)	(Date)
(Print License Holder's Name)	(Signature of License Holder)	(Date)
(Print License Holder's Name)	(Signature of License Holder)	(Date)
(Print License Holder's Name)	(Signature of License Holder)	(Date)

(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. 04/2020 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.