

**MARYLAND
FORM
371 APPLICATION FOR
A STATEWIDE
CATERER'S LICENSE**

See page 5 for guidelines and instructions.

For the use of: (Check one)

- An individual Partnership
 Corporation Limited Liability Co.

Check type of license desired:

- General Limited

OFFICE USE ONLY	
Check Number	_____
Amount \$	_____
Deposit Date	_____
Approved	_____
Date	_____
License #	_____
Date Issued	_____

License	Annual Fee
General SCAT License	\$2,000.00
Limited SCAT License - More than 600,000 but less than 1,000,000 total population . .	\$1,500.00
Limited SCAT License - More than 300,000 but less than 600,000 total population . . .	\$1,000.00
Limited SCAT License - Not more than 300,000 total population	\$750.00

Do not remit any license fee with your initial application. If your application is approved, you will be advised of the appropriate license fee based upon provisions of the law.

Date _____
New License Renewal (Permit # _____)

NOTE: For renewal applications, you will need to submit the full license fee with your renewal application.

If applying for a Limited License, list the three contiguous political subdivisions of the state in which you plan to operate:

Application is made by the undersigned under the provisions of the Annotated Code of Maryland, Alcoholic Beverages Article, for the type of license checked above, and the applicant(s) submit and certify to the following information required by law:

1. Applicants *	(1)	(2)	(3)
Name			
Residence			
Cell Phone			
Date of Birth			
Place of Birth			
Social Security Number **			
Position			
Qualifying Maryland Resident? ***	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
MD Resident Since (Date)			

- * The law requires three officers to apply as license applicants, unless less than three exist. (In the latter case, submit supporting documentation.)
- ** The disclosure of applicant's Social Security Number is mandatory and will be used for background investigations, including a criminal history records checks, pursuant to the Annotated Code of Maryland, Alcoholic Beverages Article.
- *** At least one applicant must be a voter and taxpayer in Maryland presently and for the two immediately preceding years. In case of partnership, all individuals must meet this requirement.

2. Company name and trade name _____

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3. Location of desired licensed premises/principal office _____

4. Description of premises to be covered under license applied for (lot, type, size, and construction of building) _____

5. Phone _____ Fax _____ E-mail _____

6. a. Date business began _____

b. Type of accounting period (calendar yr, fiscal yr, etc.) _____ Month FY begins _____

c. If corporation or limited liability company, date chartered _____ State _____

d. Federal Employer Identification Number _____

e. MD Central Registration Number _____

7. Name and address of the owner of premises _____

8. The applicants are presently the holders of the following alcoholic beverages licenses or permits issued by the state of Maryland, any other state or jurisdiction, or the United States government (if more space is needed, attach additional sheet).

Issuing Authority	Type	Expiration Date	Number
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9. The applicants have *previously* held the following alcoholic beverage licenses or permits: _____

10. The applicants have applications *pending* for the following alcoholic beverage licenses or permits: _____

11. Please answer each of the following questions applicable to all individual applicants: (attach explanation if "Yes" to (*) questions):

- *A. Has any applicant ever been convicted of a felony by any state or federal court? Yes No
- *B. Has any applicant ever been convicted of a violation of the laws of the United States, Maryland, or any other state concerning alcoholic beverages, gaming, or gambling? Yes No
- *C. Has any applicant ever been denied or had revoked an alcoholic beverage license or permit? Yes No
- D. Do the applicants agree to conform to all the laws, rules and regulations of the state of Maryland relating to the business in which they propose to engage under this license? Yes No
- E. Do the applicants authorize the Maryland Alcohol, Tobacco, and Cannabis Commission and its duly authorized personnel to search without warrant any premise or vehicle used in the business to be conducted under this license at any and all hours agreeable to the state of Maryland? Yes No
- F. Do the applicants meet all state and local requirements and hold all requisite licenses relating to the catering business conducted? Yes No
- G. Do the applicants hold the requisite health department permit or certification to engage in catering activities in the jurisdiction where their principal office is located? **(If yes, attach a copy of license or certification. If no, attach documentation from the appropriate authority indicating no permit or certification is required.)** Yes No
- H. Do the applicants hold a retail alcoholic beverage license solely for the privilege of catering alcoholic beverages or do they pay an additional local fee for the privilege of catering alcoholic beverages? **(If yes, attach documentation)** Yes No
- I. Do the applicants agree to have an employee who has completed a certified alcohol awareness program present at all times during catered events under this license? Yes No

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12. The Annotated Code of Maryland, Alcoholic Beverages Article, Section 1-404 titled "Compliance with Workers' Compensation Act" requires the evidence of such compliance prior to the issuance of any license by this office. The applicant hereby affirms (complete one):

- a. the applicant is not an employer required to provide coverage by the Maryland Workers' Compensation Law; or
- b. the applicant is an employer required to provide employee coverage by the Maryland Workers' Compensation Law and has secured such coverage as evidenced by the certificate of compliance attached herewith; or
- c. the applicant is an employer required to provide employee coverage by the Maryland Workers' Compensation Law and has secured such coverage. As evidence of such coverage, the following is submitted:

1. Name of Insurance Co. _____

2. Policy or Binder No. _____

13. All applicants must complete this section

Affidavit

Also, by signing this application, I do solemnly declare and affirm under the penalties of perjury that the contents of the foregoing document are true and correct to the best of my knowledge, information, and belief.

Print name(s) and address(es) of officer(s): (**Note:** All officers must be listed - attach separate sheet if necessary.)

Name	Title		
Number and Street	City	State	Zip Code

Name	Title		
Number and Street	City	State	Zip Code

Name	Title		
Number and Street	City	State	Zip Code

Name	Title		
Number and Street	City	State	Zip Code

Signature of president or vice-president	Signature of applicant
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Note: If president or vice-president is one of the applicants, he/she must sign both as president/vice-president and as applicant.

Signature of applicant

(Corporation Seal)

Signature of applicant

This Section Must be Completed by the Owner of the Premises

14. Statement of owner of premises required in connection with the Annotated Code of Maryland, Alcoholic Beverages Article. (I/ we) hereby certify, that (I am/we are) the owner(s) of property known as _____

named in the afore going application made to the Maryland Alcohol, Tobacco, and Cannabis Commission under the Alcoholic Beverages Law of Maryland; that (I / we) assent to the granting of the license applied for, and that (I/we) hereby authorize the Maryland Alcohol, Tobacco, and Cannabis Commission, its duly authorized deputies, inspectors and clerks, the Board of License Commissioners of the jurisdiction in which the place of business is located, its duly authorized agents and employees, and any peace officer of such jurisdiction to inspect and search, without warrant, the premises upon which the business is to be conducted, and any and all parts of building in which said business is to be conducted, at any and all hours.

Affidavit

I do solemnly declare and affirm under the penalties of perjury that the contents of the foregoing document are true and correct to the best of my knowledge, information and belief.

Signature

Type or print name

Company Name and Title

Date

Third Party Checks

Affidavit

I do solemnly declare and affirm under the penalties of perjury that the contents below are true and correct to the best of my knowledge, and that I am authorized and empowered to issue a check and make payment for the license/permit fee on behalf of the applicant.

Name of Corporation; Partners of Partnership; or Individual (include Trade Name)

Complete Mailing Address

Signature of Owner, Partner or Corporate Officer

Title

Federal Identification Number and/or Social Security Number

Date

CHECKLIST TO APPLY FOR A MARYLAND STATEWIDE CATERER'S (SCAT) LICENSE

The following **must** be submitted with your initial application:

- _____ Application Form COM/ATT-011. (See notes on filing application for license.)
- _____ Occupation Record and Financial Statement Form 367-3 for each of the individual applicants.
- _____ If a corporation or limited liability company, a copy of the company's most recent financial statement and a copy of the Articles of Incorporation, or Operating Agreement. Include an official list of officers or members.
- _____ A copy of the requisite health department permit or certification to engage in catering activities or documentation indicating no permit or certification is required.
- _____ A copy of zoning certification for the license location.
- _____ If applicable, a copy of the retail alcoholic beverage license held solely for the privilege of catering alcoholic beverages and/or documentation verifying any additional local fees paid for the privilege of catering alcoholic beverages.
- _____ A copy of your Sales and Use Tax License issued by the Comptroller of Maryland.
- _____ Submit a copy of the alcohol awareness certification issued to one individual who will be on-site at catered events. The certification must be issued by a Maryland Alcohol, Tobacco, and Cannabis Commission approved Alcohol Awareness Program within the past 4 years.

Notes on filing an application for licenses:

- 1.1 In the case of a corporation, a license is issued to three corporate officers for the use of the corporation. If less than three officers exist (e.g., a close corporation), then a license may be issued to those officers. In such case, a letter so certifying must be submitted.
- 1.2 At least one of the applicants must be a Maryland resident, taxpayer and registered voter currently and for the immediate two preceding years. So designate in Section 1 of form COM/ATT-011.
- 1.3 In Section 1 of the license application, all officers must be listed whether or not they are license applicants (attach separate sheet if necessary). However, **only** three applicants should sign on the lines for Signature of Applicants. In the case of a corporation, the President or Vice-President of the company must sign where indicated and if he/she is also an applicant, he/she must sign on the line for Signature of Applicant as well.
- 1.4 The actual owner of the proposed licensed premises must sign the Owner of the Licensed Premises section and, unless a Power of Attorney form is submitted, a real estate agent, etc. may not sign this section.
- 1.5 In accordance with Section 9-103 of Article 2B of the Annotated Code of Maryland, we may require certification from the local zoning authorities indicating your premises is properly zoned for the operation of a catering alcoholic beverage business.