# City of Annapolis

ALCOHOLIC BEVERAGE CONTROL BOARD RULES AND REGULATIONS

## TO ALL LICENSEES

This book These Rules and Regulations are is published by the Alcoholic Beverage Control Board of the City of Annapolis to acquaint inform all licenseeLicensees and their employees with about the applicable and legally binding Rules and Regulations governing the sale of alcoholic beverage Alcoholic Beverages at retail in the City of Annapolis.

Study these Rules and Regulations carefully and make sure that all employees are familiar with them: Licensees and their employees shall be responsible for following and complying with all these Rules and Regulations.

> THE ALCOHOLIC BEVERAGE CONTROL BOARD 160 Duke of Gloucester Street Annapolis, Maryland 21401-2517

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Adopted by the Alcoholic Beverage Control Board on \_

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## CHAPTER 1 GENERAL PROVISIONS

### 1.01 ATTORNEYLEGAL REPRESENTATION.

Any Person who appears before the Board may be represented by an Attorney or other legal counsel. Where these Rules and Regulations provide that a party may or shall act, such act may be performed by the party's attorney except as otherwise provided.

#### 1.02 DEFINITIONS.

For the purpose of these Rules and Regulations, the following words and phrases have the meaning ascribed to them by this section: 1.02. Those definitions in Article 2B of the Annotated Code of Maryland, as may be amended, and the Code of the City of Annapolis, as may be amended, which are not indicated in these Rules are incorporated herein by reference.

- A. "Alcohol Awareness Program" means a program sanctioned by the State of Maryland for persons who sell-or, serve, give, or deliver alcohol to the public. Such a program is designed to train persons selling or serving alcohol to identify customers who should not be permitted to consume or purchase Alcoholic Beverages.
- B. "Affidavit" means an oath or affirmation sworn or made before an- official or other person authorized to administer an oath or take an affirmation that the matters and facts set forth in the paper or writing to which it pertains are true to the best of the affiant's knowledge, information and belief.
- C. "Alcoholic Beverages" means alcohol, brandy, whiskey, rum, gin, beerBeer, ale, porter, stout, wineWine and cider, and in addition thereto, any spirituous, vinous, malt or fermented liquor, liquids and compounds, by whatever name called, containing one-half of one per centum (½ of 1%) or more of alcohol by volume, which are fit for beverage purposes; provided, that the foregoing definition shall not extend to wineWine and cider manufactured for home consumption and which are not sold for the maker or manufacturer, nor by the maker or manufacturer, nor to alcohol used exclusively for the manufacture of medicinal, antiseptic or toilet preparation, flavoring extracts and other preparation unfit for beverages. (Sec. 7.12.010)
- "Attorney" means an attorney-at-law admitted to practice before the bar ofin the Court of Appeals of Maryland.
- E. "Beer" means any brewed alcoholic beverage, including, but not limited to, beer, ale, porter, stout, hard cider, and all other Alcoholic Beverages that contain: (1) six percent (6%) or less alcohol by volume, derived primarily from the fermentation of grain, with not more than forty-nine percent (49%) of the beverage's overall alcohol content by volume obtained from flavors and other added non-beverage ingredients containing alcohol; or (2) more than six percent (6%) alcohol by volume, derived primarily from the fermentation of grain, with not more than one and one-half percent (1.5%) of the beverage's overall alcohol content by volume obtained from flavors and other added non-beverage ingredients containing alcohol.
- E.F. "Beer Tasting" means the consumption for tasting or sampling only, on <a href="mailto:premises">premises</a> Premises</a> Premises</a>, of <a href="mailto:beer-Beer">beer</a>. The <a href="mailto:licensee">licensee</a> mayshall not serve more than three ounces from any brand to any one person.
- F.G. "Board" means the Alcoholic Beverage Control Board of the City of Annapolis.

- H. "Club" means an association or corporation which is organized and operated exclusively for educational, social, fraternal, charitable, civic, political, patriotic or athletic purposes and not for profit.
- I. "City" means the City of Annapolis, Maryland, a municipal corporation of the State of Maryland, and any legally authorized designee.
- G.J. "City Clerk" means the Deputy City Clerk for the City of Annapolis, Maryland, or the Deputy City Clerk as may be designated by the City Clerk, both located at the Office of the City Clerk, or such other legally authorized designee of the City Clerk for the City of Annapolis, Maryland.
- K. "Class A License", "Class B License", "Class C License", "Class D License", "Class E License", "Class F License" means a License, as defined below, and as further described in Appendix A.
- L. "Day", unless otherwise designated, means a calendar day and includes every day shown on the calendar with Saturdays, Sundays and holidays included.
- M. "Deliver", either uppercase or lowercase, and any conjugation thereof, includes to sell, to serve, to give and to furnish.
- N. "Enclosed Premises" means those areas of the Premises within the walls of a structure, including, but not limited to, open patios and decks attached to such structure, whether or not Alcoholic Beverages are sold, served, given, or delivered therein.
- O. "Entity", either uppercase or lowercase, means any legal entity in good standing in the State of Maryland, including, but not limited to, a corporation, limited liability company, partnership of any type, or sole proprietorship.
- H.P. "Expansion" means a change in the licensed premises to include an area net previouslynot previously approved for the service of alcoholic beverageAlcoholic Beverages.
- Q. "Furnish", either uppercase or lowercase, and any conjugation thereof, includes to sell, to serve, to give and to deliver.
- R. "Give", either uppercase or lowercase, and any conjugation thereof, includes to sell, to serve, and to deliver.
- H.S. "Holder" or "License Holder" means all the individual Licensees collectively the persons to whom a license License is collectively issued, the licensees. "Holder Designee" is a licensee or an employee of the licensee designated by the Holder to obtain a certificate of completion from an Alcohol Awareness Program.
- J.T. "Hotel" means any establishment for the accommodation of the public and equipped with not less than twenty (20) bedrooms, containing not less than one (1) bed in each room, with sufficient covering thereof, and one (1) room with toilet and bathing facilities for each seven (7) bedrooms; and it shall contain a restaurant as defined by these Rules. (Sec. 7.12.010C)
- K.U. "Institution for the Care of the Aged" means a building or buildings which provide housing for senior citizens aged sixty-two (62) and older and which include seniors-specific amenities and services that meet the nutritional, social, recreational, medical, safety and transportation needs of the residentsfacility, as further defined in Section 21.04.336, which has received a special exception under Chapter 21.72 of the Code of the City of Annapolis, as may be amended.

- L.V. "Keg" means a container of beerBeer with a capacity of at least four (4) gallons which is designated to dispense beerBeer directly from the container.
- W. "License" or "Alcoholic Beverage License" means any license or permit issued under the provisions of these Rules and Regulations, the City Charter and Code, and by the BoardArticle 2B of the Annotated Code of Maryland, including, but not limited to, Class A, Class B, Class C, Class D, Class E, Class F, and Temporary Special Class C. Where a specific class or type of License is not defined in these Rules and Regulations, it shall be defined and further described in Appendix A to these Rules and Regulations.
- M.X. "Licensed Premises" means only that area within the "Premises" wherein alcohol beverages may be served.
- N.Y. "Licensee" means any individual, firm, or corporation Person whose name appears on a license License issued by the Board; any officer or member of an entity firm or corporation who is a U.S. Citizen to which a license License is issued by the Board. With regard to any prohibited practice stated in these Rules and Regulations, the term "licensee Licensee" shall also include any agent, servant, or employee of a Licensee, or of the establishment Premises licensed, as herein defined.
- O-Z. "Light Wine" means any naturally fermented wine Wine containing not in excess of 44-fifteen and one-half percent (15.5%) of alcohol by volume.
- P.AA. "Liquor Tasting" means the consumption of liquor for tasting or sampling only, on <a href="mailto:premises">premises</a>. The <a href="mailto:licensee">licensee</a> <a href="mailto:mail
- Q.BB. "Package Goods Retail Store" means an establishment for the retail sale of unopened containers of <a href="beerBeer">beerBeer</a>, <a href="wine-Wine">wine-Wine</a> and liquor to the general public for consumption off the Licensee's <a href="pyremises">pyremises</a>; <a href="pyremises">provided</a>, <a href="however">however</a>, that upon proper application for a Class A-1b or Class A-2b <a href="license-License">license-License</a> is then granted by the Board, <a href="beer">beerBeer</a> and <a href="wine-tasting-Wine-Tasting">wine-tasting-Wine-Tasting</a> in conformance with the rule pertaining thereto <a href="willshall">willshall</a> be permitted. <a href="mailto:(Sec. 7.12.220">(Sec. 7.12.220)</a>)
- R.CC. "Person", either uppercase or lowercase, means any natural individual person, any partnership, corporation, unincorporated association or society, municipal or other corporation of any character whatsoever, or any ether-legal entity in good standing in the State of Maryland.
- S-DD. "Premises" means that area upon which the Restaurant, Tavern, Wine Bar, Yacht Club, or Hotel, and the licensed establishment Premises is are located and which is under the direct control of the operator of the establishment, including the area outside the structure any Enclosed Premises, to include, but not limited to at walkways, yards, alleys and parking lots.
- EE. "Refillable Container" means a jueg, growler, or other vessel used to transport draft Beer.
- T. "Enclosed Premises" means those areas within the walls of a structure, and including open paties and decks attached thereto, whether or not alcoholic beverages are served therein.
- FF. "Restaurant" means any lunchroom, café or other establishment located in a permanent building and with ample space and accommodations wherein hot meals are habitually served and sold to the public during the hours it is regularly open for business. It shall be equipped with a public dining room, with sufficient tables, chairs, cutlery and glassware to serve the meals prepared therein; and with a kitchen having complete facilities and utensils for preparing and serving hot and cold meals to the public. A restaurantRestaurant shall maintain a menu or card advertising the serving of a variety of hot meals. There shall be maintained on the premisesPremises, at all times, sufficient food to fill orders made from such menus. No drug or grocery store shall be construed as a restaurantRestaurant.

(Sec. 7.12.010C)

- GG. "Sell", either uppercase or lowercase, and any conjugation thereof, includes to serve, to give, to deliver, and to furnish.
- HH. "Serve", either upper case or lowercase, and any conjugation thereof, includes to serve, to give, to deliver, and to furnish.
- U.II. "Sidewalk Café" means an extension of licensed\_Licensed pPremises onto a public sidewalk where food, refreshments, and/or beverages are sold by a Restaurant, delicatessen, ice cream shop or coffee shop for public consumption at tables or counters located on such public sidewalk, approval for which has been applied for in accordance with Chapter 7.42 of the City-Code of the City of Annapolis, as may be amended.
- V.J. "Tavern" means an establishment operated primarily for the sale of <a href="mailto:alecholic beverageAlcoholic beverageAlcoholic beverageAlcoholic beverageAlcoholic beverageAlcoholic beverageAlcoholic Beverages for consumption on the <a href="mailto:enclosed Premises">enclosed Premises</a>; provided, however, that nuts, pretzels, potato chips, sausages, sandwiches, salads and similar food products may be sold and consumed thereon.
- KK. "Taxpayer" means an individual who owns real property in the individual's name, individually or jointly with others, and pays real property taxes to the City of Annapolis.
- LL. "Temporary Special Class C License" means the License as described in Section 2.12 of these Rules and Regulations. (Sec. 7.12.010D)
- MM. "Wine" means any fermented beverage, including Light Wines, and wines the alcoholic content of which has been fortified by the addition of alcohol, spirits or other ingredients.
- W.NN. "Wine Bar" means any properly licensed premises Licensed Premises used and operated for the sale of wineWine and to a lesser extent the sale of beerBeer for consumption on or off premisesPremises; provided however, light fare generally associated with wineWine bars-Bars (e.g. pastries, sandwiches and other food items) may be sold and consumed in wine barWine Bars.
- X.OO. "Wine Tasting" means the consumption of <u>light wine Light Wine</u> for tasting or sampling only, on <u>premises Premises</u>. The <u>licensee Licensee</u> mayshall not serve more than one <u>(1)</u> ounce from any brand to any one person.
- PP. "Written" or "Written Form" or "In Writing", either uppercase or lowercase, means a written form completed and submitted by a Holder, Licensee, or other Person, but expressly excluding the Board and any employee of the City, which written form shall be provided by or to the satisfaction of the Board and include original signatures.
- Y.QQ. "Yacht Club" means a bona fide organization maintaining wharves and docking facilities, with a membership of at least twenty-five paid-up members. The <a href="mailto:yacht\_elub\_Club">yacht\_Yacht\_elub\_Club</a> shall adjoin its wharves and docking facilities and shall not be open for private profit; nor shall the <a href="mailto:elub-Yacht Club">elub-Yacht Club</a> be open to the public generally, but shall be maintained for its members and guests. (Sec. 7.12.270)

## 1.03 APPLICABILITY OF OTHER LAW.

Except as otherwise provided in these Rules and Regulations, the provisions of Article 2B of the Annotated Code of Maryland, as may be amended (1957 Edition and Supplements), and all applicable provisions of the Code of the City of Annapolis, as may be amended, shall apply to the sale and consumption and licensing for sale of alceholic beverageAlcoholic Beverages in the City of Annapolis. In the event of a conflict between these

Rules and Regulations and the Annotated Code of Maryland and/or the Code of the City of Annapolis, the stricter of the two shall prevail. (Sec. 7.12.020)

## 1.04 SALE AND STORAGE OF ALCOHOLIC BEVERAGES; EXCEPTION.

No person shall sell, offer for sale or keep for sale any alcoholic beverageAlcoholic Beverages except as provided by these Rules\_and Regulations. This section 5.04 shall not apply to sales made by a person under a provision of law or order, or decree of a court of competent jurisdiction requiring the sale of personal property.

#### 1.05 **ZONING**.

No licenseLicense shall be issued which willshall result in a use of premisesPremises which violates any zoning or other statutory land use restriction. (Sec. 7.04.040)

#### 1.06 LIGHTING.

Licensees shall ensure that every portion of the enclosed premises which is open to the public is illuminated by sufficient natural or artificial light to permit patrons with normal eyesight to read a menu or newsprint.

#### 1.07 COMPLIANCE WITH LAW.

No licensee\_Licensee shall commit any act or allow the commission of any act on the licensed premises\_Licensed Premises which violates any federal, state, or local statute, law, ordinance, or rule, regulations or ruling of any regulatory agency or other agency. Any such violation shall in itself be a violation of these Rules and Regulations and may be cause for disciplinary action by the Board.

### 1.0807 USE AND OPERATION OF PREMISESRESTROOM FACILITIES.

- A. Licensees holding a license for on-sale consumption shall provide toilet facilities on the licensed premises for patrons of both sexes. All such restrooms shall be completely enclosed and shall be used exclusively as toilet and sanitary facilities. All restrooms shall have self-closing doors; each toilet in each restroom shall be installed in a separate enclosure; each restroom shall be lighted so that the level at the floor throughout the room is not less than fifty foot-candles. Restrooms shall be ventilated by electric fans capable of exhausting at least one hundred cubic feet per minute if there are fewer than four enclosed toilets, and at least two hundred cubic feet per minute if there are four or more enclosed toilets.
- B. Restrooms shall be designed and equipped in the following manner:
  - Walls shall be of ceramic tile or plaster without holes or cracks, concrete blocks or concrete painted with an epoxy compound, or sealed with a sealer and painted with a high gloss, lead free oil based paint extending from the floor to a height of at least four feet;
  - Floors shall be of non-skid ceramic tile, vinyl tile in good repair without holes or cracks, or smooth concrete painted with a non-skid epoxy compound;
  - Properly operating open-seat toilets in each restroom, and urinals in the men's restroom;
  - Hand washing basins with hot and cold running water;
  - Individual towels and soap;

## 6. Covered waste receptacle in the women's restroom.

C. All restrooms shall be regularly cleaned at least once daily and as often as necessary to maintain a clean, sanitary condition at all times.

## 1.09 RUNNING WATER.

Hot and cold running water shall be provided at all bar fixtures and in all areas where food is prepared or dishes and utensils are washed and cleaned.

## 1.07 USE AND OPERATION OF PREMISES

The use and operation of the Premises shall be in conformation with all applicable federal, state, county and City rules, regulations and codes, including, but not limited to, building and fire codes, health standards, police and zoning rules, regulations and codes.

## 1.4008 EMPLOYEE SANITATION.

Signs provided by the Anne Arundel County Health Department shall be prominently displayed in the kitchens, employee work areas not open to the public, and in the restrooms reminding employees of the requirement to wash hands after using the toilet facilities.

## 1.4409 PUBLIC WELFARE.

The Licensees shall ensure that the establishmentPremises is are operated in a manner such as to avoid preserve and not disturbing the peace, safety, health, quiet, and general welfare of the community and the neighborhood in which the premisesPremises are located. A Licensee, his or her agent(s) and/or employee(s) shall not commit or allow the commission on the Premises of any act contrary to any federal, state, county or City law, statute, ordinance, rule or regulation, or of any act against the public peace, safety, health or welfare.

## 1.4210 TELEPHONE.

The At least one public telephone shall be provided on the premises, except for establishments holding a Class A, off-sale, package goods license. Licensees shall provide a telephone number to the City Clerk and the Board where they can be reached during operation of the Premises and when the establishment Premises is are closed.

## CHAPTER 2 APPLICATIONS, HEARINGS, TYPES AND HOURS

- 2.01 FILING-APPLICATIONS FOR NEW LICENSE, EXPANSION OF LICENSE, UPGRADE OF LICENSE, AND/OR TRANSFER OF LICENSE, AND SUBSTITUTION OR DELETION OF LICENSEE(S).
  - A. Every individual and/or, partnership, corporation or limited liability company entity applying for any license to sell, serve, give and/or deliver alcoholic beverageAlcoholic Beverages in the City shall file an application with the Board for sucha license on a written form prescribed by the Board.
  - B. In the case of an individual or sole proprietorship applicants, at least one pethe individual or sole proprietorsen named in the application shall also be named as the Licensee, and shall meet the following additional qualifications:
    - For the two (2) years preceding the date of the application shall be a resident, real
      property taxpayer and registered voter of the City or Anne Arundel County, Maryland;
      and
    - During the term of the License shall continue to be a resident, real property taxpayer and registered voter of the City or Anne Arundel County, Maryland.
  - C. In the case of <u>a partnership applicants</u>, <u>of any type or structure</u>, all partners shall be named as <u>licensee\_Licensees</u> in the <u>application</u>, and <u>all partners shall meet the following additional qualifications</u>: all shall for two years next preceding the date of the application, be a resident, taxpayer and registered voter of the City; and during the term of the license continue to be a resident voter in the City.
    - For the two (2) years preceding the date of the application shall be a resident, real
      property taxpayer and registered voter of the City or Anne Arundel County, Maryland;
      and
    - During the term of the License shall continue to be a resident, real property taxpayer and registered voter of the City or Anne Arundel County, Maryland.
  - D. In the case of a corporation applicant, or other similar entity, three (3) officers, or all officers, if the corporation has less than three (3) total officers, shall be named as Licensees in themake application, and one (1) of the named officers shall meet the following additional qualifications:
    - For the two (2) years preceding the date of the application shall be a resident, real property taxpayer and registered voter of the City or Anne Arundel County, Maryland; and
    - During the term of the License shall continue to be a resident, real property taxpayer and registered voter of the City or Anne Arundel County, Maryland.

All stockholders of the corporation applicant that hold fifteen percent (15%) or more of the outstanding common stock shall be identified in the application, and the corporation applicant shall notify the Board in writing when such common stock ownership changes such that a different or new person or entity obtains fifteen percent (15%) or more of the outstanding common stock of the corporation. The Board may request the corporation applicant to provide sufficient corporate documents to evidence the requirements in this Section.

- E. In the case of a limited liability companies company (LLC) applicant, three (3) members, or all members, if the LLC has less than three (3) total members, shall make be named as Licensees in the application, and one (1) of the named members shall meet the following additional qualifications:
  - For the two (2) years preceding the date of the application shall be a resident, real property taxpayer and registered voter of the City or Anne Arundel County, Maryland; and
  - During the term of the License shall continue to be a resident, real property taxpayer and registered voter of the City or Anne Arundel County, Maryland.

All members of the LLC applicant that hold fifteen percent (15%) or more interest in the LLC shall be identified in the application, and the LLC applicant shall notify the Board in writing when such interest in the LLC changes such that a different or new person or entity obtains fifteen percent (15%) or more of the interest in the LLC. The Board may request the LLC applicant to provide sufficient corporate and/or organizational documents to evidence the requirements in this Section.

- D.F. Class C license License mayshall only be issued only to club Clubs when the following conditions are metdocumented in writing to the satisfaction of the Board:
  - Three (3) officers of the Club, or all officers if the Club has less than three (3) total
    officers, shall be named as Licensees in the application, and one (1) of the named
    officers shall meet the following additional qualifications:
    - For the two (2) years preceding the date of the application shall be a resident,
       real property taxpayer and registered voter of the City or Anne Arundel County,
       Maryland; and
    - During the term of the License shall continue to be a resident, real property taxpayer and registered voter of the City or Anne Arundel County, Maryland.
  - 4.2. The club Club has shall have been in operation within the City for a period of one (1) year prior to filing an application for a Class C License.
  - 2.3. The <u>clubClub</u> <u>has shall have</u> a sufficient number of members to <u>fully</u> support its operation with<u>out</u> such a <u>licenseLicense</u> and without the patronage of guests and other non-members.
  - 3.4. The elub Club was shall not have been formed for the purpose of obtaining an alcoholic beverage Alcoholic Beverage license license.
  - 4.5. Guests or non-members willshall not be admitted into a Club's Licensed Premises unless sponsored by a Club member who shall beis present at all times during suchthe guest's presence at the Club's Licensed Premises.
  - 6. A Class C licenseeLicensee may be permitted to sponsor four (4) events each calendar year during which the general public may be invited. The licenseeLicensee shall petition the Board in writing for approval not less than forty-five (45) days before each such general public event. Approval of each event shall be in the sole discretion of the Board.

- E.G. A Club possessing a Class C License shall notify the Board in writing forty-five (45) days in advance of any private function, including, but not limited to, wedding receptions, anniversary parties, and birthday parties, to be held at the Club's Premises where both members and non-members may attend such private function, and where alcohol may be sold, served, given, delivered, or otherwise provided. Such notice to the Board shall including the following:
  - Date and hours of the private function.
  - Sponsor of the private function.
  - Type of private function.
  - Approximate number of attendees at the private function, including both members and non-members.
  - 5. Type(s) of alcohol that may be sold, served, given, delivered, or provided.
  - Plan and/or provisions to prevent any and all underage drinking.
  - 7. Any other documentation that the Board deems necessary.

No private function or other event at a Club shall occur until the Club provides proper and timely notice to the Board in full and complete compliance with this Section. Failure by a Club to comply with all aspects of this Section may result in a disciplinary hearing before the Board, infraction citations or fines issued pursuant to these Rules and Regulations, and/or suspension or revocation of the Club's License. The Club's License shall govern all such private functions, and any and all violations of these Rules and Regulations during such private functions shall be the sole responsibility and liability of the Club regardless of whether or not the violation was committed by a member or non-member.

- F.H. Every application for any class of <a href="licenses">license</a> shall be accompanied by <a href="architect's professionally sealed">architect's professionally sealed</a> plans of the <a href="professionally sealed">professionally sealed</a> plans of the <a href="p
  - Food and beverage preparation <u>areas</u>, <u>and</u>-service areas, <u>and</u> to include patron seating areasarrangements;
  - Location of restrooms and detail thereof:
  - Types of materials used on-for floors, ceilings, and walls;
  - 4. Locations of storage areas:
  - Locations of sales areas; and
  - 5-6. Location of signs required by these Rules and Regulations, the Fire Department, and other governmental agencies; and

Transfer applications may shall include an affidavit stating that the plans on file with the Beard fully and correctly conform to these requirements. If such plans do not so conform, the transfer applicant must existing professionally sealed plans of the Premises and Enclosed Premises if no changes are proposed by the applicant, or provide new or amended professionally sealed plans of the Premises and Enclosed Premises if changes are being proposed by the applicant.

All professionally sealed Currency of the plans plans shall be maintained up-to-date and any proposed changes to any professional sealed planeffected during the term of the license icense shall be filed-recorded with the Board immediately upon completion of those changes forty-five (45) days prior to any proposed change. The Board shall review the proposed change at its next regularly scheduled meeting, and shall determine whether such proposed change shall come before the Board for further review at the succeeding Board meeting.

- G.I. Every application for a new licenseLicense, substitution of licenseLicensee, expansionExpansion, upgrade or transfer of a licenseLicense shall be accompanied by a non-refundable fee. Applicant shall pay the costs of advertising the public hearing on the application. (Sec. 7.12.120)
- H.J. Substitution or Deletion of Licensee.
  - Any entity corporation, club or limited liability company holding an alcoholic beverage Alcoholic Beverage license License and who names two (2) or more officers or employees as Licensees of such License may, during the license License year, substitute or delete names of those officers or employees as on the license Licensees if the deleted officer or employee:
    - a. Is deceased;
    - b. Is retired;
    - c. Has been removed from office or employment with the entity; or
    - No longer holds an office or employment with the entityin the corporation, club or Limited Liability Company.
  - Any entity holding an Alcoholic Beverage License and who names only one (1) officer or employee as the Licensee of such License shall, during the License year, substitute a new name of an officer or employee as the Licensee if the original officer or employee:
    - a. Is deceased;
    - b. Is retired;
    - c. Has been removed from office or employment with the entity; or
    - No longer holds an office or employment with the entity.
  - 2.3. An <u>affidavitAffidavit</u> shall be filed that names those substituted and/or deleted, <u>and provides</u>:
    - a. An explanation for the substitution <u>and/</u>or deletion; and
    - In the case of a corporation, a∆ statement that the ownership of the corporation entity has not changed.
  - 3.4. A partnership or limited liability company (LLC) holding a licenseLicense shall disclose by name all those persons holding an interest in the business. A corporation holding a License shall disclose by name all stockholders holding fifteen percent (15%) or more of

outstanding common stock in that corporation. Any change in the persons holding the partnershipany ownership interest or interest in the LLC entity shall be registered with the beardBoard by written letter. If any such change results in fifty-one percent (51%) or more of the ownership interest changing hands, or any other change the beardBoard deems the change to significantly change the ownership of the business, itthe Board may then order an application for transfer be processed by the original Holder and Licensee(s).

- 4.5. A licensee\_Licensee may, without action any approval or consent ofby any other licensee\_Licensees, petition the beardBoard for his or her removal by filing a written statement with the Board citing the reasons for removal. The beardBoard may then permit the withdrawal removal of that individual and require the submission of an application for the substitution of an officer and/or employee. A licensee\_Licensee may shall not be removed if disciplinary action is pending before the Board.
- K. The Clerk shall not be required to place any application on the Board's schedule or agenda for a hearing unless and until the Clerk receives (1) written notice from Approval of a new application or a transfer may be denied iff the City Planning and Zoning Department has not given unconditional approval provided, in writing, that the application's proposed Premises are in complete zoning compliance and (2) written approval of the application from the City Fire Department, the City Finance Department, the City Department of Neighborhood and Environmental Programs, and the Anne Arundel County Department of Health. , the Board's approval of a new application or a transfer shall be denied. In lieu of denial, the Board may delay any such approval until written notice of compliance from the City Planning and Zoning Department has only given conditional approval in connection with the Premises's zoning compliance, the Board's approval of the new application shallmay only be approved contingent upon satisfaction of such conditions.
- I.L. Applicants, at their own cost and expense, for all classes of license (except One Day Class C) shall undergo fingerprinting to facilitate and criminal background checks for all classes of License, except for One-Day Class C Licenses. Neither the public hearing on applications, nor the issuance of the license will be delayed by the fingerprinting and background check; however, adverse information revealed as a result may be grounds for The Board shall delay approval and/or issuance of any License, and may refuse to schedule a hearing on any License, until the results of the applicant's fingerprinting and criminal background checks are provided to the Board revocation.
- 2.02 NOTICES NOTICE OF APPLICATION FOR NEW LICENSE, EXPANSION OF LICENSE, OR TRANSFER; PAYMENT OF FINANCIAL OBLIGATIONS OF TRANSFEROR PRIOR TO APPROVAL OF TRANSFER; PAYMENT OF FINANCIAL OBLIGATIONS PRIOR TO RENEWAL APPLICATIONS REQUIREMENTS.
  - A. Notice by Publication. The City Clerk shall give notice, by publication at least two (2) times, not on consecutive days, in a newspaper published in the City and having a general circulation in the City, of all applications for <a href="license\_licenses">license\_license</a>s, <a href="mailto:expansion">expansion</a> of <a href="license\_licenses">license\_license</a>s, <a href="mailto:upgrades of Licenses">upgrades of Licenses</a>, or transfers and the date and place of the public hearing.
  - B. Notice by Posting. The applicant shall give further public notice of all applications for Licenses, Expansion of Licenses, upgrades of Licenses, or transfers by posting a conspicuous sign upon the premisesPremises at the main entrance on the main street or artery bounding the premisesPremises, stating the time, place, and purpose of the public hearing. The sign shall be of a size and type-size to permit persons in passing automobiles vehicles to determine the

purpose of the application: the telephone number of the City Clerk shall appear in large type so that interested parties may obtain further information regarding the application and public hearing. The sign shall be posted at least fifteen days prior to the scheduled hearing and shall remain in place in readable form until after the hearing.

## 2.03 PAYMENT OR SATISFACTION OF FINANCIAL OBLIGATIONS.

- CA. Payment or Satisfaction of Financial Obligations Prior to Transfer. The Board shall not approve an application for the transfer of a licenseLicense until all of those financial obligations of the transferor business current Licensee have been paid or satisfied, as documented to the Board's satisfaction.
- B. Claims Prior to Transfer. Claims of bona fide creditors mustshall be submitted in writing to the Board under affidavitAffidavit not less than one-two (2) days before the public hearing on the transfer; provided, however, cClaims submitted by taxing authorities or other government agencies need not be under affidavitAffidavit. In order for a creditor's claim to constitute a bona fide claim, such creditor's Cclaims shall (1) be related to the operation of the business of the applicant on the Premises, or (2) the business assets of the applicant shall have been posted as security for a debt, in which case the debt need not necessarily be related to the business of the applicant on the Premises. The Board may proceed with any scheduled hearing or approval of any transfer if a creditor fails to timely submit a bona fide claim pursuant to this Section. The boardBoard may require new applicants to submit to the requirements of this eSection if for any claims are presented to it the Board for unpaid accounts related to past operation of a licensed business by the applicant or if the business assets of the past operation of the applicant have been posted as security and the underlying debt is unsatisfied. (Sec. 7.12.180)
- DC. Payment or satisfaction of financial obligations pPrior to license renewalRenewal. In case creditor(s) submit bona fide claimsthere are claim, as defined above, prior to License renewaled arrearages, the creditor(s) licensees willshall be notifyied the Licensee and the Board not less than two (2) days before the renewal deadline of April 1st, prior to the public hearing and ilf there is a rebuttal of the creditor's claim of arrearage, the applicant and claimant the creditor shall appear before the beardBoard at which time a determination willshall be made whether to approve the renewal application.

## 2.0304 HEARINGS.

- A. The Board shall hold a public hearing at which any person may comment upon granting, expanding, upgrading, transferring—or, renewing or protesting a licenseLicense. The Board, and shall be the sole judge of the propriety of granting, expanding, upgrading, transferring—or, renewing or protesting a licenseLicense.
- B. The Board shall have the power to issue letters or official summons or subpoenas to any Licensee or any other person to attend a hearing before the Board. Failure of a Licensee to attend a hearing after the service of a summons or subpoena from the Board shall be considered an additional offense and subject the Licensee to additional sanctions. For just cause and after consideration of the rights and interests of the involved parties, the Chairman of the Board may excuse attendance if requested by the applicable person so summoned or subpoenaed. The Board may dispense with a summons or subpoena when the Board determines a letter is sufficient. Any person, including a licensee, who plans to present a legal argument during a disciplinary hearing or a hearing to grant a new license or transfer of an existing license, shall present such argument in written form at least seven business days before the hearing. Failure to do so may, in the discretion of the Board, be cause for dismissal of the argument without consideration of its merits.

- C. Licensees may be summoned to <u>attend</u> a disciplinary hearing by letter or official summons. Failure of any licensee to attend the hearing <u>after the service of the letter or official summons from the Board</u> shall be considered an additional offense and subject the <u>a</u> licensee <u>Licensee</u>s to additional sanctions. For just cause, the Chairman <u>of the Board</u> may excuse attendance if requested by the <u>Licensee</u>.
- C. Any person attending a hearing pursuant to this Section 2.04 shall either (1) be proficient in understanding and speaking English for purposes of the hearing, or (2) arrange for the attendance of someone eighteen years or older who can interpret for them at the hearing.

## 2.05 WRITTEN OPPOSITIONS AND PROTESTS.

- A. Protests Written oppositions against the issuance, expansion upgrade, or transfer of a license license mustshall be filed in any written formwriting with the City Clerk before not less than seven (7) business days before the date fixed for the public hearing on such issuance, Expansion, upgrade, or transfer. For just cause, the Board may excuse a failure to submit a written opposition pursuant to this subsection.
- B. Protests against the renewal of an expiring license\_license mustshall be signed by not less than ten (10) City residents and taxpayers, and mustshall be filed with the City Clerk no later than 4:30 PM EST during the month of on or before March 31st. The Board may also protest the renewal of an expiring License no later than 4:30 PM EST on or before March 31st. The Board shall schedule a Pprotest hearing prior to April 25th, and shall notify the protestant, as applicable, and the Licensee of the date and time in writing. The Board shall issue a final written opinion on the protest no later than April 25th, e shall be held on April 20, or the next business day, or for good cause and without objection of the parties, on any other date in April and before May 1.
- C. The Board may protest the renewal of an expiring license during the month of March before the expiration of the license.

## 2.0506 VACATION OF PREMISES; EVICTION; CESSATION OF NORMAL OPERATION.

- A. On the tenth day after a licensee\_licensee has vacated the premises OR-or\_been evicted, the license\_license shall automatically expire and shall be surrendered to the Board immediately; provided, within twenty-four (24) hours. hHowever, if application is made for transfer, the Board may revive the expired license\_license for purposes of hearing the application for transfer; and further provided, ill the operation has ceased because of fire or other property casualty causing the property Premises to become unsuitable for use as a liquor licensed establishmentPremises, or if the licensee\_licensee has previously given written notice to the Board that the premisesPremises will undergo renovation, the Board may postpone the expiration of the license\_license upon a showing that restoration or renovation willshall be accomplished in a timely manner.
- B. If normal-operation under the licenseLicense has ceased for any reason other than vacation of the premisesPremises or eviction-therefore, the licenseLicense shall automatically expire and forthwith shall be surrendered to the boardBoard immediately.; provided, \_hHowever, if the operation has ceased pending sale or reorganization; of the business or the Premises, the licenseeLicensees may petition the boardBoard to grant a reasonable time to complete the transaction before the licenseLicense lapses. The City ClerkBoard may grant such a request pending review at the its next meeting of the board. The Licensee's right to petition the Board pursuant to this Section 2.06(B) is limited to one (1) petition for one (1) grant of reasonable time

to complete a transaction before a License lapses. The Board shall not review or grant more than one (1) such petition even if for separate occurrences or situations.

## 2.0607 APPEALS.

Any action or decision by the Board, except for the adoption, amendment or repeal of any rule or regulation, may be appealed to the Circuit Court for Anne Arundel County, in accordance with Article 2B of the Annotated Code of Maryland and the Maryland Rules of Procedure relating to appeals from decisions of administrative agencies.

## 2.0708 RECORDS AND VOTES.

The Board shall keep a record of all applications filed with the Board, the all testimony proffered in public hearings, and tts-all deliberations in accordance with the City's retention policies. The All lawfully disclosable records of the Board shall be open to inspection by the public during normal business hours.

## 2.0809 EFFECTIVE DATE OF LICENSE.

An applicant for a new license\_license may shall state the effective date of a license\_license and the business licensed shall commence operation within six (6) months of that date. If the applicant has not specified an effective date, the effective date shall be deemed to be the date of approval by the Board. If the applicant does not commence operation within that time, the license\_license shall expire. However, upon written application of request by the licensee\_licensee received prior to the expiration and in sufficient time to give consideration forty-five (45) days before the expiration, the Board may, in its sole discretion, and for good cause shown by the Licensee, extend\_grant the license\_licensee for an additional six month period of time, not to exceed a total of two (2) extensions with each extension being for a period of six (6) months or less. (Sec. 7.12.160)

## 2.0910 TERM OF LICENSE.

- A. Licenses shall expire on April 30<sup>th</sup> of each year. If there are protests against the renewal of a licenseLicense prior to the March 31<sup>st</sup> deadline, the Board shall hold a public hearing. If there are no protests, the licenseLicenses may be routinely renewed by the City Clerk.
- B. Renewal applications shall be filed with the Board not less than thirty (30) days neror more than sixty (60) days before May 1<sup>st</sup>. Applications-Renewal applications filed after April 1<sup>st</sup> may in the discretion of only be heard by the Board be heard upon payment of a Twenty Dollar (\$20.00) per day penalty for late filing.
- C. A license\_License approved for renewal by the beardBoard is\_shall not be effective until the renewal fee has been paid and the renewed license\_License posted on the Licensed Premises as required in these rules Rules and regulations. Alcohol mayshall not be served after the expiration of the previous license\_License until this\_these requirements is are met. Absent objection by the City Clerk-on behalf of the Board, License\_License may elect to pay the annual renewal fee in two (2) equal payments, the first to be received by the City Clerk no later than April 30th, and the second to be received by the City Clerk no later than August 30th. Failure to make either payment on a timely basis shall be a violation of these Rules and Regulations and may be cause for disciplinary action by the Board.

## 2.101 NEW APPLICATION AFTER DENIAL OF AN APPLICATION; EXCEPTIONS.

A. First and subsequent denials. If a license\_license is denied, no subsequent application shall be received by the Board for or from any of the same applicants or for the same premisesPremises

within a period of six (6) months from the date of the that denial. If a subsequent second application is submitted subsequent to the expiration of the six (6) month period and is denied within two (2) years of the first denial of the first application, no further applications shall be received for or from any of the same applicants or for the same Premises within two (2) years of the first denial of the first application.

## B. Exceptions:

- If a license\_license was denied because the Board determined that it was not necessary
  as an accommodation to the public or that the premises Premises were not suitable, a
  new application may be filed at any time without a waiting period if all other conditions
  for a new license\_license have been met.
- If a license\_license was denied because the Board determined that an applicant was unfit, a new application may be filed for the premises of the unfit applicant has been removed from the application and all other conditions for a new license\_license application have been met.

## 2.4412 TEMPORARY SPECIAL CLASS C LICENSES.

- A. \_\_\_\_Temporary Special Class C licenseLicenses\_may be issued\_for an event by the City Clerk, on behalf of the Board, to non-profit clubClubs not otherwise\_licensed to serve alceholic beverageAlcoholic Beverages; if they such Clubs are operated exclusively for educational, social, fraternal, charitable, civic, political, patriotic or athletic purposes; provided, helower, if the event is to be held on City Property the City Clerk shall not issue the Temporary Special Class C licenseLicense, but shall require the applicant to complete an "Application for Consumption of Alcoholic Beverages on City Property" form and shall then place the application on the agenda for the next meeting of the Board. The deadline for submission of the application is thirty-forty-five (3045) days before the date of the event. Temporary Special Class C licenseLicenses shall be issued only to officers of such non-profit clubClubs and in furtherance of the purposes of the clubClub. (Sec. 7.12.330)
- B. A Temporary Special Class C licenseLicense authorizes the licenseeLicensees to exercise the privileges of other Class C licenseLicenses; provided, however, but the City Clerk may limit the days and daily hours of operation of a Temporary Special Class C Licensee.
- C. A denial of the application or any limitation placed upon it-a Temporary Special Class C License by the City Clerk may be appealed to the Board pursuant to Section 2.07 of these Rules and Regulations.

## 2.4213 TEMPORARY OPERATION DURING TRANSITION; ANNEXATION.

The Board may, upon written request from a <a href="helder-lolder">helder-lolder</a>(s) of an Anne Arundel County <a href="helder-lolde

## 2.43<u>14</u> FEES.

After approval of a licenseLicense, the applicant shall pay the appropriate License fee to authorized by resolution of the City Council of Annapolis and in accordance with Section 2.10 of these Rules and Regulations.

## CHAPTER 3 RULES AND PROHIBITED PRACTICES APPLICABLE TO LICENSEES

#### 3.01 APPLICABLE TO ALL LICENSEES.

- A. Type of beverageBeverage; hours Hours of serviceService. No person shall sell or furnish any alcoholic beverageAlcoholic Beverages to any person, except of the types and at the hours specified by the class of licenseLicense held. (Sec. 7.12.200)
- B. Sale to intexicated Intexicated personsPersons. No licensee in person or by an agent or employee, directly or indirectly, mayshall serve, sell, give or deliver an alcoholic beverage to a person who is reasonably believed to be intexicated or who is visibly affected by alcoholic beverageAlcoholic Beverages or drugs. (Sec. 7.12.360) Further, if a licensee is hall have been given written notice by a parent, guardian, husband, wife, son, daughter, brother or sister that a person is of intemperate habits, or of unsound mind, or on account of his or her physical condition should not consume alcoholic beverageAlcoholic Beverages, thatthat the licenseeLicensee shall not knowingly serve or furnish alcoholic beverageAlcoholic Beverages to that person—, as furthered described in the Annotated Code of Maryland, Article 2B, Sec. 12-110(a),
- C. Premises to be elesedClosed. No licensed premisesLicensed Premises shall remain open to the public or private persons or parties for any purpose for more than fifteen. (15) minutes after the hours and days for sale set forth in the licenseLicense; provided, however, \_\_aA holderHolder of a Class B (restaurant) license may petition the Board for permission to continue serving food to the general public after the hours and days for sale set forth in the License. The Board, in its sole discretion, may permit approve such food salespetition under such terms as it deems appropriate.

A helder Holder of any class license imay petition the Board for permission to retain a limited number of employees on the premises Premises after the closing hour in order to perform cleaning, restocking and other tasks without the presence of members of the public. The petition shall specify the purpose, length of time, and number of employees. No employee or other person shall be permitted to consume an alcoholic beverage Alcoholic Beverage after the hour specified in the class of license License held. The Board, in its sole discretion, may approve such petition under such terms as it deems appropriate. (Sec. 7.12.300)

- D. <u>Open Alcoholic Beverage.</u> No <u>licensee\_Licensee</u> shall permit any person to leave the <u>premisesPremises</u> with an <u>open\_alcoholic beverageAlcoholic Beverage-open for consumption: provided, \_.hH</u>owever, a <u>patron-person</u> who <u>has-purchased a wineWine</u> product <u>at the Premises.</u> <u>whichand the product</u> has only been partially consumed, may request that it be re-corked after which it <u>may</u>may be removed from the <u>premisesPremises</u>. (Sec. 7.12.310)
- E. Signs to be posted Posted by licensee Licensee. The Licensees shall place in a prominent position, in all places where intoxicating Alcoholic be everages are sold or served, one or more signs not less than eight inches by ten inches in size, with print in black ink on a white background, in type not smaller in size than 30-point, and bearing the following inscription:

The sale, gift or delivery, directly or indirectly, of alcoholic beverageAlcoholic Beverages to persons under the age of twenty-one (21) years for their own use or for the use of any other person, is prohibited by law.

Such signs shall not less than eight inches (8") by ten inches (10") in size, with print in black ink on a white background, in type not smaller in size than 30-point. Such signs shall upon request be furnished by the Board without cost to the licenseeLicensee. (Sec. 7.12.380)

- F. Licenses for consumption Consumption on the premises Premises onlyOnly. Subject to all other applicable provisions contained in these Rules and Regulations, the Code of the City of Annapolis, and Article 2B of the Annotated Code of Maryland pertaining to the issuance of alcoholic beverageAlcoholic Beverage licenseLicenses, the Board may issue a beer, wine and liquor licenseLicense, which authorizes the holderHolder to keep for sale and to sell beerAlcoholic Beverages, wine and liquor at any establishment within the City for consumption on the premisesPremises only.—(Sec. 7.12.320)
- G. Special hours for New Year's Day. Notwithstanding any other restriction provision contained in these Rules and Regulations with respect to the hours of sale by a licensed establishment of Alcoholic Beverages, the licensee\_licensee of any on-sale alcoholic beverageAlcoholic Beverage license\_license shall be permitted to remain open for business until 2:00 a.m. on January 1st of any year, and shall be permitted to sell any alcoholic beverageAlcoholic Beverage authorized by the specific class of licenseLicense until 2:00 a.mAM on January 1st of any year, but expressly subject to Section 3.01(C). During such extended hours, the licenseeLicensee shall comply in all other respects with the terms, conditions or restrictions applicable to the licenseLicense and to all rules Rules and regulations Regulations set forth herein. (Sec. 7.12.290)
- H. Additional <u>rules Rules</u> for <u>licenseeLicensee</u>s. All <u>licenseeLicensee</u>s shall observe these following additional rules and regulations:
  - All mechanical, electronic, live, and/or other form of music shall cease fifteen (15)
    minutes prior to the closing hour designated on the licenseLicense, except that
    entertainment in establishments holding Class C and Class F licenses shall cease no
    later that 2:00 a.m.
  - All doors, entrances and exits <u>mustshall</u> be closed at all times except for <u>establishmentPremise</u>s holding Class A <u>licenseLicense</u>s.
  - Appropriate sound suppression techniques shall be employed to ensure that noise or sounds of music originating within a <u>structure on the licensed premises\_licensed</u> <u>Premises</u> shall not be audible off the <u>licensed premises\_licensed Premises</u>.
  - No mechanical, electronic, live, <u>and/</u>or other music shall be played or performed on exterior portions of <u>a licensed premisesLicensed Premises</u> without the <u>express;prior</u> written approval of the Board and in compliance with <u>any</u> conditions imposed by the Board.
  - 5. An alcoholic beverageAlcoholic Beverage served within a structure on thean Enclosed premisesPremises shall be consumed only within that structureEnclosed Premises. An alcoholic beverageAlcoholic Beverage served within an approved exterior portion of the Licensed premises Premises shall be consumed solely within the that approved exterior portion of the licensed premisesLicensed Premises, or within a structure on the the Enclosed premisesPremises. (Exception: see 3.01-D)
  - 6. The licensee shall not permit the removal of open containers of alcoholic beverages from the licensed premises. (Exception: see 3.01 D) (Sec. 7.12.310)

- 7.6. Dress codes, if any, shall be posted. (Sec. 7.12.340)
- 8-7. A description of all live music or entertainment shall be filed at least annually with the City Clerk, provided, however this rule Rule shall not apply to non-profit organizations organized and operated exclusively for education, social, fraternal, charitable, civic, political, patriotic or athletic purposes. (Sec. 7.12.340)Clubs.
- 9.8. The Licensees shall maintain records on the premises Premises containing the name, aliases, address, date of birth and Social Security number of all persons currently employed on the premises Premises or so employed during the previous six (6) months. Further, the licensee s shall maintain on the Premises certificates issued to employees who have completed state-approvedan aAlcohol aAwareness Programtraining. All such records shall be promptly provided to any government inspector or police officer upon request.
- 40.9. Each Licensees shall display theirits alcoholic beverage Alcoholic Beverage license license on the licensed premises Licensed Premises under glass; in a conspicuous place so that it is easily readable by the public. Licenses shall not be copied by xerographic, photographic, or otherany means for any this purpose; such copying or display of a copy shall be a violation of these Rules and Regulations.
- 41-10. A Licensees shall immediately suspend the sale or dispensation of alcoholic beverages upon the seizure of theits license\_license by any governmental authority. The licensee may then petition the Board for a hearing which shall be granted unless the is returned. The Licensee shall be entitled to review of the seizure as provided by law. If the Licensee continues to keep its Premises open during any lawful seizure period, there shall be no display of the stock of Alcoholic Beverages, and the stock of Alcoholic Beverages shall either be removed from the Premises or shall be hidden from view by shutters, blinds, or doors, or shall be stored within closets or cabinets so as not to be visible, and such shutters, blinds, doors, closets or cabinets shall be locked with padlocks that are visible to the observer.
- 42.11. On that date when change from Daylight Savings Time to Standard Time occurs, the Licensees shall observe Daylight Savings Time in with respect to hours of initial closing and shall not reopen until normal Standard Time as permitted by the licenseLicense.
- Special events Events. The Board may permit consumption of alcoholic beverage Alcoholic Beverages in or on any of the following areas or places, if in the judgment of the Board such consumption would not be contrary to the public interest:
  - 1. Any street, public way, highway, alley, sidewalk, road or parking area;
  - 2. Any station or terminal;
  - Any <u>public</u> park, playground, parking lot, or <u>any other</u> public facility leased, <u>that is</u> owned or operated by the City, including the Market House; and
  - On areas oOn the premises outside thea licensed premisesLicensed Premises of any establishment holding an alcoholic beverage license, including parking lots adjacent to thea licensed premisesLicensed Premises, and shopping center parking lots if there is a Licensed establishmentPremises in the shopping center. (Sec. 7.12.100)

- J. <u>Management Agreement.</u> No <u>licenseeLicensee</u> shall enter into an agreement with any third party for the management of <u>licensed\_premisesLicensed\_Premises</u> without first securing <u>beardBoard</u> approval. Failure to so notify the <u>beardBoard</u> shall be deemed an abandonment of the <u>licenseLicense</u> and it shall be promptly returned to the <u>city\_City\_clerk\_Clerk</u>.
- K. <u>Consumption of Outside Alcoholic Beverages</u>. No <u>licensee\_Licensee</u> shall permit the consumption of any <u>alcoholic beverageAlcoholic Beverage</u> on the <u>licensed Licensed premises</u> <u>Premises</u> unless such beverage shall have been sold by the <u>licensee\_Licensee</u> for consumption on theat <u>Licensed premises</u>.

## 3.02 SPECIAL RULES APPLICABLE TO CERTAIN CLASSES OF LICENSE.

- A. Package Ggoods Retail Stores (Class A). The following special rules shall apply to all Class A Licenses:
  - 1. Even if the Premises are open for other legal purposes, There-there shall be no display of the stock of alcoholic beverageAlcoholic Beverages during hours or days when sales are prohibited if the premises are open for other by the Licensepurposes. At such times, the stock of alcoholic beverageAlcoholic Beverages shall be hidden from view by shutters, blinds, or doors, or shall be stored within closets or cabinets so as not to be visible, and such shutters, blinds, doors, closets or cabinets shall be locked with padlocks that are visible to the observer.
  - A notice shall be prominently displayed in such a manner and location to be easily read by those purchasing alcoholic beverageAlcoholic Beverages, which notice shall read:

Consumption of alcoholic beverageAlcoholic Beverages on the public streets, parks and other public ways of the City is prohibited by law. (Sec. 7.12.220 (A) and (B))

- B. Restaurants (Class B). A RestaurantClass B licenseeLicensees shall keep complete records, including, but not limited to, original invoices, sales tickets, and sales receipts, of food purchases—and—, food sales, and purchases and sales of Alcoholic Beverages in their restauranton the Premises for three (3) years from the date of generation, and shall display such records to any authorized government inspector upon requests, and shall also maintain in similar form records of purchases and sales of alcoholic beverages. They shall also preserve the original invoices or sales tickets for food and alcoholic beverage purchases. Upon applying for renewal of a Class B license\_license, the applicant shall furnish a sworn statement reporting the ratio of daily receipts from the sale of food to the combined daily receipts from the sale of food and alcoholic beverageAlcoholic Beverages. The daily average for each quarter of the calendar year preceding the calendar year in which renewal application is made shall be reported. Sec. 7.12.230 (A) and (C)
- C. Taverns (Class D). A Class D Licensee shall close their The premises Premises shall be closed from 12 Midnight to 6:00 a.m. (Sec. 7.12.250(B))
- D. Institution for the Care of the Aged (Class ICA). The following special rules shall apply to all Class ICA Licenses:
  - The ICA <u>license\_license</u> shall explicitly define the <u>Licenses\_premisesPremises</u> within which alcohol <u>mayshall</u> be served.

- The <u>ICA Licensee and its</u> facility <u>mustshall</u> provide full meal service in a common dining room; <u>however, but</u> the <u>licensed premisesLicensed Premises</u> are not necessarily limited to that <u>commone</u> dining room.
- 3. Alcohol shall be served only to ICA residents and their bona fide guests.
- 4. Alcohol shall be consumed on the <u>licensed premises\_icensed Premises; closed Closed</u> or open containers <u>of Alcoholic Beverages</u> shall not be removed from the <u>licensed premises\_Licensed Premises by ICA residents or their guests.; provided, <u>Hhowever, the Class ICA Licensee may deliver Alcoholic Beverages may be delivered</u> to <u>its\_residents</u> for consumption in <u>their\_the residents'</u> quarters.</u>
- 5. Hours of service of Alcoholic Beverages shall be determined by the Board.
- Terms of the any Special Exception issued by the City shall become explicit terms of incorporated into the Class ICA license License, and shall be directly enforceable by the Board.
- E. Wine Bars (<u>Class WB</u>). The following special rules shall apply to all Class WB Licenses:
  - This Class WB license license is shall only be available only in the MX Zoning District
    and permits the sale of wine and beer. It is Class WB License shall not be
    to for establishment Premises holding any other license License for the sale of
    alcehol Alcoholic Beverages.
  - 2. Wine, in any quantity, \_may be served to patrons for consumption on the Licensed premisesPremises; provided, however, licensees shall be bound by Maryland Code, Article 2B, Sec. 12 108, which prohibits service to persons who may be intoxicated. Unopened containers of Wine, in any quantity, may be purchased from the Class WB Licensee for consumption off the Licensed premisesPremises. Partially consumed wineWine bottles may be removed from the premisesPremises by patrons only after such bottles are being-re-corked or capped by the Class WB licensee Licensee, and or employee-only if thate patron has also consumed food on the Premises.
  - Beer may be served for consumption on the Licensed premises Premises, and unopened containers of Beer may be sold for consumption off of the premises Premises.
  - Light fare, as defined in Section 1.02(LL) and rather than a full meal, may be served by a
     <u>Class WB Licensee on the Premises</u> with or without consumption of wine <u>Wine Wine</u> or
     <u>beerBeer</u>.
- F. Record Retention. All Licensees shall keep complete records, including, but not limited to, original invoices, sales tickets, and sales receipts, of food purchases, food sales, and purchases and sales of Alcoholic Beverages on the Premises for three (3) years from the date of generation, and shall display such records to any authorized government inspector upon request. This Section 3.02(F) shall not apply to Class B Licenses and/or Licensees, who are governed by Section 3.02(B) of these Rules and Regulations. All licensees shall preserve the original invoices or sales tickets for alcoholic beverage purchases and display them to any authorized inspector upon request within two years of the invoice or sales ticket date.

## 3.03 ALCOHOLIC BEVERAGE CONTAINERS.

- A. <u>A Licensees</u> shall not reuse or refill any <u>bettle or other rRefillable container Container of alcoholic beverageAlcoholic Beverages</u>, unless otherwise <u>provided inauthorized by Article 2B of the Annotated Code of Maryland. (1957 Edition and supplements); nor shall a licenseeLicensee shall not adulterate, dilute, or fortify the contents of any such <u>rRefillable bettle or container Container.</u></u>
- B. No licensee Licensee shall sell or otherwise transfer or offer to sell or otherwise transfer the contents of a kegKeg for consumption off premises Premises unless:
  - The licenseeLicensee provides the purchaser with a kegKeg registration form approved and distributed by the State Comptroller that is designed to be affixed to the kegKeg and that indicates the name and address of the lLicensed establishmentPremises and a registration number.
  - The purchaser of a Keg provides valid identification and completes and signs a registration form with (i) the purchaser's name and address; (ii) the birth date of the purchaser; and (iii) the date of purchase.
  - The licensee Licensee affixes the completed Keq registration form to the kegKeq and retains a copy of the form for at least thirty (30) days on the licensed premises Licensed Premises.
- C. The licensee, Uupon return of the registered kegKeg, the Licensee shall remove or obliterate the kegKeg registration form attached to the kegKeg. On the copy of that form remaining in the Licensee's possession, the Licensee shall note and note the removal, the date of that removal and the person's name and address, if different than the purchaser as shown on the copy of the kegKeg registration form retained by the licensee.
- D. If a kegKeg is returned without a registration form attached, the licensee licensee shall cause the Annapolis-City Clerk to be notified no later than the close of business the following business day and shall provide all pertinent information necessary to permit an investigation by the Annapolis-City Police Department. The licensee shall not return the kegKeg to the wholesaler or alter the kegKeg in any way pending the completion of an investigation by the City or the City Police Department on behalf of the Board.
- E. If a kegKeg is made of disposable packaging that is not returned to the licenseeLicensee, the licenseeLicensee shall so indicate on the kegKeg registration form.
- F. A licensee Licensee may charge a non-refundable keg Keg registration fee to a purchaser.
- G. The existence of a completed kegKeg registration form signed by the purchaser shall be prima facie evidence of compliance with these Rules and Regulations.
- H. All licensee\_Licensees engaged in selling kegKegs mustshall maintain records of sales in a form easily readable and understandable by City Police\_Police\_Officers\_officers\_or Inspectors inspectors authorized to enforce these Rules and Regulations.
- A <u>licensee\_Licensee</u> who sells <u>kegKeg</u>s in violation of any provision of these\_<u>Rules and rRegulations is-shall be\_subject to a fine not exceeding one hundred dollars\_(\$100.00), or suspension or revocation of <u>theits alcoholic beverageAlcoholic Beverage</u>s <u>license\_License</u>, or both <u>the fine and the suspension or revocation</u>.
  </u>

## 3.04 SEXUALLY ORIENTED PRACTICES.

- A. No licensee Licensee shall permit or condone any of the following activities on the licensed premises Licensed Premises:
  - Employment or use of any person to mingle with the patrons, or to sell or serve alcoholic beverageAlcoholic Beverages or food on the premisesPremises while the person is unclothed or in attire, costume or clothing so as to expose to view any portion of the female breast below the top of the areola, or any portion of the male or female public hair, anus, cleft of the buttocks, or genitals.
  - 2. Touching, caressing or fondling the breasts, buttocks, or genitals of any person.
  - 3. Performance or simulation of acts of a sexual nature.
  - The approach of an entertainer closer than six 6 feet from a patron, unless the
    entertainer is fully clothed and in a manner not prohibited by these Rules and
    Regulations.
  - Exhibition of any motion picture, still picture, or other visual reproduction depicting acts of a sexual nature.
  - Permit any person to remain on the <u>premises Premises</u> who exposes to public view any portion of the genitals or the anus.

## 3.05 UNDERAGE PERSONS.

- A. No licenseeLicensee, in person or by an agent or employee, directly or indirectly, mayshall serve, sell, give or deliver an alcoholic beverage Alcoholic Beverage to a person who is under the age of twenty-one (21) years.
- B. Persons under the age of twenty-one (21) years shall not be employed or permitted to sell or serve alcoholic beverageAlcoholic Beverages; provided, hHowever, a person at least eighteen (18) years of age may serve alcoholic beverageAlcoholic Beverages while acting in the capacity of a waiter or waitress; and a persons person at least sixteen (16) years or olderof age may be employed as a stock clerk. Persons under the age of twenty-one (21) mayshall not serve as a bartender or barmaid in any Licensed Premises, or in any other capacity which is solely related to a tavernTavern or bar notwithstanding any provision in these Rules and Regulations to the contrary. (Sec. 7.12.400)

## 3.06 PURCHASE FOR RESALE.

A Licensees shall net only purchase alcoholic beverageAlcoholic Beverages except—from a duly licensed manufacturer or wholesaler; nor A Licensee shall not a licensee sell Alcoholic Beverages to another licensee Licensee. No alcoholic beverageAlcoholic Beverages shall be permitted on the premisesPremises unless purchased in accordance with all applicable Sstate, and local and City—laws and these Rules and Regulations.

## 3.07 CONTROLLED DANGEROUS SUBSTANCES.

A Licensees shall not permit or condone—the possession, transfer, sale, or use of controlled dangerous substances as defined in the Criminal Law Article of Annotated Code of Maryland. The arrest and conviction of persons engaging in such prohibited activity on the premises Premises, shall be prima facie evidence to the Board of the licenseeLicensee's permission for or condemnation of the that prohibited activity.

## 3.08 TRADE OR BUSINESS NAME.

A Licensee shall obtain a corrected trader's license and a corrected sales and usage tax license A Licensees shall notify the Board beforeafter changing the any name or type of entity under which the Licensee or the establishment Premises does business. The Licensee shall provide the City with such corrected trader's license and corrected sales and usage tax license within thirty (30) days of the name or entity change taking effect.

## 3.09 OFF-SITE DELIVERY BY CLASS A LICENSEES.

- A. Deliveries of alcoholic beverages may be ordered in person or by telephone from Class A licensees, in which case such delivery must be made by a regular employee of the licensee 21 years old or older. The licensee shall be strictly liable for ensuring that delivery is made only to persons who are 21 years old or older. The Class A licensee Licensee shall only not make off-site or off-Premises such deliveries of Alcoholic Beverages without prior authorization from the Board, when in the pessession of a letter from the Board authorization shall be requested at each annual renewal if the licensee Licensee proposes to begin or to continue off-site or off-Premises deliveries of Alcoholic Beveragesthe delivery policy. Requests for letters of such authorization shall be made in a form prescribed by the Board and shall include a detailed descriptions of the methods to be used to avoid delivery to persons under the age of twenty-one (21) years old.
- B. Provided a Class A Licensee has obtained the Board authorization specified in Section 3.09(A), that Licensee may allow its patrons to order deliveries of Alcoholic Beverages in person, by telephone, or electronically. The Licensee shall require that all such deliveries are made by one of its employees who is at least twenty-one (21) years of age. The Licensee shall ensure that deliveries are only made to persons who are at least twenty-one (21) years of age.

## 3.10 FAILURE TO MEET FOOD SERVICE REQUIREMENTS

- Any Licensee holder who fails to meet the minimum food service requirements established by any law, ordinance, or regulation may shall be issued ordered by the Board pending to take curative measures within thirty (30) days of such order to bring the establishmentPremises into compliance with all applicable minimum food service requirements.
- B.—. The Board shall establish the length of the probationary period, not to exceed one year, and the terms under which the establishment may continue to serve alcohol. Periodic reports may be required during the probationary period and the Board may at any time require such reports to be supported by a full audit by a Certified Public Accountant.
- C. \_\_At the conclusion of the prebationary-thirty (30) day cure period, if the license holderLicensee has failed to metthe terms of the probationary licensebring the Premises into compliance with all applicable minimum food services requirements, the license shall be deemed permanent for the remaining annual licensethe Board shall consider the Licensee in violation of these Rules and Regulations, and the Board may exercise any and all powers granted it by Chapter 5 of these Rules and Regulations term, if any.

## CHAPTER 4 SIDEWALK CAFES

## 4.01 REQUIREMENTS FOR APPROVAL OF SERVICE OF ALCOHOLIC BEVERAGES.

Licensees who wishseeking to amend theirits license to serve alcoholic beverageAlcoholic Beverages ion thosea portion of the premises Premises comprising a Sidewalk Café shall make application on forms provided by the City Clerk. The Board shall then consider such application and apply those same standards applicable to the issuance of a new alcoholic beverageAlcoholic Beverage license to this application; provided, hHowever, i

f the application for the Sidewalk Café is for renewal only, no proof of public need will shall not be required by the Board.

## 4.02 ADHERENCE TO TERMS OF SIDEWALK CAFÉ PERMIT.

- A. Alcohol mayshall only be served only in conjunction with service of food. (7.42.020 E)
- B. A Licensees who fails to observe the any terms of a its Sidewalk Café Permit, including, but not limited to, number of seats and tables, unobstructed passage, service area as defined in accompanying and approved plans, and requirements of the Historic District Preservation Commission, and/or requirements of the Department of Public Works, shall be deemed in violation of theirits license License, which license License shall then be subject to the same sanctions for as any other violation.
- C. Notwithstanding any contrary or different hours of operation in the License, a Licensee shall not sell, serve or allow consumption of Alcoholic Beverages on its Sidewalk Café within thirty (30) minutes before the Premises' permitted closing time.

## CHAPTER 5 ENFORCEMENT AND PENALTIES

## 5.01 GENERAL POWERS OF ENFORCEMENT.

The Board may impose a fine on a Licensee, suspend or revoke an alcoholic beverageAlcoholic Beverage license issue a warning, or take any other action not prohibited by law, ordinance, or these Rules and Regulations; in order to serve the public interest.

#### 5.02 INFRACTION CITATIONS AND HEARINGS.

Infractions of Article 2B of the Annotated Code of Maryland, the Code of the City of Annapolis, or of these Rules and Regulations shall cause a citation(s) to be issued and delivered to the licensee or an authorized agent of the License on the premises Premises. A copy of the citation shall then be delivered to the City Clerk and placed on the Board's agenda for a public hearing. The licensee Licensee shall be notified of the time and place of the public hearing.

## 5.03 FINES, SUSPENSIONS, REVOCATIONS.

The beardBoard, upon finding that a licensee\_licensee has violated Article 2B of the Annotated Code of Maryland, the Code of the City of Annapolis, or these Rules and Regulations, may order the li\_licenseecensed establishment where the violation occurred to pay a fine not exceeding two thousand dollars (\$2,000.00) for each violation, or one hundred dollars (\$100.00) in the case of a violation of Section 3.03(I) of these Rules and Regulations for each violation, or may order the suspension or revocation of the license\_license. In the discretion of the Board, previous violations mayshall be considered in determining the penalty. If the Licensee continues to keep its Premises open during any suspension period, there shall be no display of the stock of Alcoholic Beverages, and the stock of Alcoholic Beverages shall either be removed from the Premises or shall be hidden from view by shutters, blinds, or doors, or shall be stored within closets or cabinets so as not to be visible, and such shutters, blinds, doors, closets or cabinets shall be locked with padlocks that are visible to the observer.

Orders of the Board shall become effective at the time specified by the Boardimmediately. Copies of all decisions of the Board shall be posted in the Municipal BuildingCity Hall and mailed to the licenseeLicensees.

## 5.04 WARNINGS.

The Board may, in lieu of a fine, suspension, or revocation, issue warnings to <u>a licensee\_Licensee\_s</u>, <u>The Board may consider any and all suchwhich\_warnings may be considered in determination determining of penalties in connection with the disposition of any subsequent violations.</u>

## CHAPTER 6 ALCOHOL AWARENESS PROGRAM

## 6.01 TRAINING.

- At all times while alcohol is sold or served. Athe holder of any class of retail alcoholic beverage licenseLicensee shall at all times while alcohol is sold or served, have at least one (1) person on the premisesPremises who has successfully completed training in an state approved aAlcohol awareness-Awareness programProgram.
- B. Certification under such an Alcohol Awareness pProgram shall be valid for a period of four (4) years from the date of successful completion, and re-training-certification shall be accomplished required for each successive four (4) year period.
- C. If an establishmentLicensee is found guilty of serving an underage person—minor, the beardBoard may, then in its discretion, require re-certification by attending training in an state approved aAlcohol awareness Awareness programProgram.

## CHAPTER 7 AMUSEMENT TAX

## 7.01 COLLECTION AND RECORDS.

- A. A Licensee shall pay and/or collect all applicable Admissions and Amusement Taxes, as defined and required by the State Comptroller and Title 4 of the Tax-General Article of the Annotated Code of Maryland, and as may be further required by a legislative act or resolution of the City Council.
- B. A Licensee shall submit all tax returns and shall maintain all records related to Admissions and Amusement Taxes, as required by the State Comptroller and Title 4 of the Tax-General Article of the Annotated Code of Maryland. The Licensee shall simultaneously send the Board copies of any returns, records, and/or reports that the Licensee sends the State Comptroller.

## Field Code Changed

# APPENDIX A TYPES AND CLASSES OF LICENSES; FEES

(R-<u>33-13</u>) (Effective <u>July 8, 2013</u>)

## A, off sale, package Package Ggoods Retail Store:

-1	Six a.m. to twelve midnight, Monday through Saturday  Beer				
-2	Six a.m. to twelve midnight, seven days per week (special Sunday license_license)  Beer\$880  Beer and light_Light wWine\$2,320  Beer, Wwine and Liquor\$4,140				
d.	Plus beerBeer, wine Wine and Liquor tasting Beer, Light Wwine and Liquor \$480				
<u>.g</u>	Refillable Container with current off sale privilege				
B, restaurantRestaurant:					
-1 [	Only with meals, six a.m. to twelve midnight, Monday through Saturday  Beer				
-2 	Only with meals, six a.m. to twelve midnight, seven days per week (special Sunday licenseLicense)  Beer				
-3	On sale, six a.m. to twelve midnight, Monday through Saturday  Beer				
-4	On sale, six a.m. to twelve midnight seven days per week (special Sunday license License)  Beer				
.x	In addition, sales as authorized from twelve midnight to two a.m.				

	Beer       \$410         Beer and light Light wine Wine       \$1,020         Beer, wine Wine       \$1,360
.a 	In addition, off-sale Monday through Saturday during hours  Beer
d.	In addition, off-sale Sunday during authorized hours (special Sunday License)  Beer
<u>.g</u>	Refillable Container with current off sale privilege
C, <mark>cl</mark>	ubs <u>Clubs</u> :
	On sale, six a.m. to two a.m., seven days per week  Beer
D, ta	evernsTaverns:
] -1 	On sale, six a.m. to twelve midnight, seven days per week (special Sunday licenseLicense)  Beer
.a 	In addition, off-sale, Monday through Saturday during authorized hours  Beer
d.	In addition, off-sale Sunday during authorized hours (special Sunday licenseLicense)  Beer
.c	Plus, on-Ppremise wWine Ttasting Light Wwine
<u>.g</u>	Refillable Container with current off sale privilege

-1	Beer Beer and <u>L</u> light <u>W</u> wine	\$1,020 <mark>\$</mark> 2,410
.x	In addition, sales as authorized from twelve midnight to two a.m.  Beer  Beer and ILight wWine	\$610 <u>\$</u> 1,020
.a	Beer and Light wWine	<mark>\$</mark> 610
.b	Beer Beer and <u>L</u> light <u>w</u> ine	\$160 <mark>\$</mark> 210
F, <del>yac</del>	ht Yacht clubsClubs	
	Beer and Light Wwine	<u>\$</u> 4,560
ICA, Ir	nstitutions for the Care of the Aged	
	On sale, seven days per week, during authorized hours Beer, wWine and ILiquor	. \$2,660
WB, ₩	<del>vine <u>Wine barsBars</u></del>	
	Sunday	
	.a .b F, <del>yac</del>	Beer and Light Wwine Beer, Wwine and ILiquor  x In addition, sales as authorized from twelve midnight to two a.m. Beer Beer and ILight wWine Beer and ILight wWine Beer and Liquor  a In addition, off-sale Monday through Saturday during authorized hours Beer Beer and Llight wWine Beer and Lliquor  b In addition, off-sale Sunday during authorized hours (special Sunday licer Beer and Llight wWine Beer and Llight wWine Beer and Lliquor  F, yacht Yacht clubsClubs  On sale, all hours, seven days per week (special Sunday lLicense) Beer Beer and Llight Wwine Beer and Lliquor  ICA, Institutions for the Care of the Aged  On sale, seven days per week, during authorized hours Beer, wwine bareBars  On and off sale, seven days per week, eleven a.m. to twelve midnight, Mo