



PRINCE GEORGE'S COUNTY GOVERNMENT

BOARD OF LICENSE COMMISSIONERS

Angela D. Alsobrooks
County Executive

March 20, 2020

Dear Licensees,

On March 19, 2020, Larry Hogan, Governor of the State of Maryland, announced due to COVID-19 he was granting licensed establishments, that sell alcohol within the state, the temporary privilege to provide delivery services. With this temporary privilege, licensees must adhere to the Rules and Regulations set forth by their respective jurisdictions. Under this emergency, Prince George's County licensees may deliver or sell to go sealed alcoholic beverages (Beer, Wine & Liquor) off the licensed premises. The licensee must first be granted permission by the Board of License Commissioners, upon completion of the emergency application. The \$250.00 advertisement fee will be waived for all licensees, during this time of emergency. Delivery of alcoholic beverages must take place in Prince George's County, to a person inside a fixed address and cannot be made to a licensed establishment. Attached are the Rules and Regulations for a licensed establishment to participate in the delivery/sell to go, of alcoholic beverages during COVID-19. The attached Alcohol Delivery Request Form must be completed for tracking purposes. The Rules and Regulations have been modified for COVID-19. Also attached is a delivery process checklist, which must be completed for each delivery transaction. The delivery of alcoholic beverages/sell to go approval is being granted for this emergency and this privilege will expire when the emergency is declared over.

Applications shall be emailed to (BLC@co.pg.md.us)

Please call the office during business hours, if you have any questions or concerns.

Sincerely Yours,

Terence Sheppard
Director
Prince George's County
Board of License Commissioners

9200 Basil Court, Room 420, Largo, Maryland 20774
(301) 583-9980

Emergency Covid-19 Take Out/Delivery Rules & Regulations for Alcoholic Beverages

R.R. NO. 76

1. Delivery may be made only by employees of the licensee. All employees must be at least 18 years of age. Contract delivery services are not permitted.
2. Restaurants that participate must sell food along with their alcohol deliveries.
3. Licensees are strictly prohibited from providing alcoholic beverages in cups or other open containers for premise consumption, as well as to go.
4. Deliveries may be made only during hours authorized for the sale of alcoholic beverages allowed by the license.
5. The delivery of alcoholic beverages may be made only to the person placing the order; or, if the name and age of the person placing the order is established through verification of proper identification at the licensed establishment at the time of the order, the person placing the order may designate an agent for delivery who is legally allowed to accept delivery.
6. At the time of the order, the licensee must obtain the name and home address of the customer, the address where the delivery is to be made, and a phone number to contact the customer. The licensee must also ask the customer whether he/she is 21 years of age or older and inform the customer that the ordering person must take delivery unless the ordering person properly designates an agent for delivery pursuant to this paragraph. If the customer presents proper identification to the licensee at the time the order is placed so that the licensee may confirm the customer's name and age, the customer may designate an agent for delivery in accordance with these Rules and Regulations. If the customer designates an agent for acceptance, the licensee must ask the customer to specify the name and age of majority status of the designated agent. The licensee shall inform the customer at the time the order is placed that an acceptable form of identification must be shown at the time of the delivery for all orders.
7. At the time of delivery, the person making the delivery, must complete a delivery form and:
 - A. Confirm the name of the person accepting delivery, and
 - B. Establish that the person accepting delivery is 21 years of age or older, and
 - C. Record the type of identification used to establish the name and age of the person accepting delivery, and
 - D. Record name of the accepting person and the time and date of delivery, and
 - E. Obtain the signature of the person accepting delivery.
8. The licensee is required to maintain accurate records of sales made by delivery of alcoholic beverages off the licensed premises. The licensee is required to maintain all

delivery records for a period of 18 months from the date of sale. During the monthly inspection of the licensed premises, the licensee shall make delivery records available to the inspector for verification. The licensee shall make the records available to the Board, upon request. Records may be maintained on paper or in an electronic format acceptable to the Board.

9. The delivery of alcoholic beverages/sell to go approval is being granted for this emergency and this privilege will expire when the emergency is declared over.
10. The licensee shall be responsible for notifying the Board immediately when the licensee receives requests from a single address or person for multiple deliveries on the same day. The licensee shall refuse to fulfill an order when information gathered at the time that the order is placed, or delivery is attempted indicates that cancellation is warranted. The licensee shall inform the Board of the name and address for which the multiple deliveries were requested. The licensee shall also provide the Board with any contact information that it has available regarding the requestor.
11. The licensee must immediately report to the Board any act of violence, larceny, or other type of mischief, crime or potential criminal behavior committed against a person making a delivery for the licensee. The licensee must also keep a record of all such incidents and provide the Board a record for all incidents that have occurred involving the licensee's delivery persons upon request.
12. The person delivering the alcoholic beverages must observe the conditions surrounding a delivery and refuse to make a delivery if such refusal may potentially prevent unlawful, irresponsible or otherwise destructive activities such as consumption of alcohol by minors or overconsumption of alcohol by individuals of legal drinking age.
13. Delivery of alcoholic beverages may not be made to any premises commonly referred to as a "bottle club" or any other unlicensed premises where alcoholic beverages are unlawfully sold or consumed on the premises as part of a commercial enterprise.
14. Orders taken by licensees and deliveries made or attempted to be made will be subject to compliance checks by the Board.