

## SPECIAL ENTERTAINMENT PERMIT REQUEST FORM

Trade Name: \_\_\_\_\_

Corporate Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, Zip: \_\_\_\_\_

Attach:

1. Fully completed Special Entertainment Permit Request Form.
2. A copy of the proposed Security Plan
3. Evidence that the security plan has been submitted to the Prince George's County Chief of Police:

Office of the Chief

Prince George's County Police Department

7600 Barlowe Road

Landover, Maryland 20785

Phone: 301-772-4864

4. In the business is located within a municipality, evidence that the security plan has been submitted to the Police Department for the municipality in which the business is located.
5. Upon approval of the Special Entertainment Permit the following items will be required to be filed with our office:
  - A. Certified check, cashier's check, or money order payable to Prince George's County for the Special Entertainment Permit Fee of \$1,500.00.
  - B. Copy of the Use and Occupancy Permit.
  - C. Copy of the Dance Permit, if the Board has approved dancing.

Note: If the licensee wants to make any changes to the entertainment described in this form, the changes must first be submitted to the Board for approval prior to implementation of such changes.

## Special Entertainment Permit Request Form

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This form must be fully completed and filed annually.  
The Renewal Period for the Special Entertainment Permit is **August 15<sup>th</sup> – September 15<sup>th</sup>**.

Trade Name: \_\_\_\_\_

Address: \_\_\_\_\_

### **INFORMATION:**

**Will there be entertainment?** Will the licensed premises offer entertainment?

**Describe in detail the entertainment.** This area should indicate the exact type of entertainers that will be offered, i.e., bands, DJs, comics, exotic dancers, vocalists, instrumentalists, etc. and the exact type of performances that they will provide. The information should include the number of entertainers you expect to use and details about their performances. For example, if bands will be offered, give detailed explanations of the type and genre of music that they will play and the average number of members in the bands.

**Hours that the entertainment will be provided.** This area will show the approximate hours the entertainment will be provided.

**Will the establishment impose a Cover Charge?** An indication of yes, will serve as a request for a cover charge.

**Hours the cover charge will be imposed.** Indicate the specific times that the cover charge will be imposed.

**Amount of cover charge.** Provide the amount of the cover charge. If the amount of the cover charge varies, provide the different amounts and the reasons for variance (e.g., \$5 men, \$10 women, \$20 everyone after 11:00 p.m.), or the range of the cover charge if the amount fluctuates.

**Do you have a Dance Permit?** In order to have customer dancing, an establishment must have a County Dance Permit. This permit is not issued by the Board of License Commissioners. Notifying the Board of the County Dance Permit does not authorize patron dancing as the Board must also approve dancing at the licensed premises.

**Is there a separate area for diners who do not desire entertainment and who do not want to pay a cover charge?** Is there a separate area provided for patron dining without the benefit of entertainment?

**Will dancing be allowed?** Yes or No.

**Special Exemption for Family Oriented Events with Entertainment.** This is to be completed by establishments that plan to offer family oriented events. Upon approval of this request, licensees are required to submit the schedule of event not less than ten (10) prior to the event.



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Trade Name: \_\_\_\_\_

Address: \_\_\_\_\_

| <b>Monday</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                   |                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------------|
| <b>Will entertainment be presented?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Yes</b>        | <b>No</b>       |
| <b><u>List the type of entertainers, e.g. band, DJ, comic, exotic dancer, vocalist, instrumentalist, etc. Describe in detail the type and genre of entertainment provided, Include detailed information when known such as the name of entertainer(s), number of entertainers, place where the entertainer(s) is (are) from, etc. Also indicate the frequency of the described entertainment, e.g., weekly, bi-weekly, monthly, quarterly, semi-annually, annually, etc. If the entertainment is provided by the licensee's regular employees, please indicate; otherwise state that entertainment will be provided through a contract between the licensee and entertainer.</u></b> |                   |                 |
| <b><u>Hours that entertainment will be provided.</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Start Time: _____ | End Time: _____ |
| <b><u>Will the establishment impose a Cover Charge?</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Yes               | No              |
| <b><u>If so, what are the hours and amounts of the cover charge?</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                   |                 |
| <b><u>Will the establishment allow dancing?</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Yes               | No              |
| <b><u>If so, does the establishment have a dance permit?</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Yes               | No              |
| <b><u>Is there a separate area where diners can eat with no entertainment and no cover charge?</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Yes               | No              |

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Trade Name: \_\_\_\_\_

Address: \_\_\_\_\_

| <b>Tuesday</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                   |                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------------|
| <b>Will entertainment be presented?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Yes</b>        | <b>No</b>       |
| <b><u>List the type of entertainers, e.g. band, DJ, comic, exotic dancer, vocalist, instrumentalist, etc. Describe in detail the type and genre of entertainment provided, Include detailed information when known such as the name of entertainer(s), number of entertainers, place where the entertainer(s) is (are) from, etc. Also indicate the frequency of the described entertainment, e.g., weekly, bi-weekly, monthly, quarterly, semi-annually, annually, etc. If the entertainment is provided by the licensee's regular employees, please indicate; otherwise state that entertainment will be provided through a contract between the licensee and entertainer.</u></b> |                   |                 |
| <b><u>Hours that entertainment will be provided.</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Start Time: _____ | End Time: _____ |
| <b><u>Will the establishment impose a Cover Charge?</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Yes               | No              |
| <b><u>If so, what are the hours and amounts of the cover charge?</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                   |                 |
| <b><u>Will the establishment allow dancing?</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Yes               | No              |
| <b><u>If so, does the establishment have a dance permit?</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Yes               | No              |
| <b><u>Is there a separate area where diners can eat with no entertainment and no cover charge?</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Yes               | No              |





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Trade Name: \_\_\_\_\_

Address: \_\_\_\_\_

| <b>Friday</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                   |                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------------|
| <b>Will entertainment be presented?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Yes</b>        | <b>No</b>       |
| <b><u>List the type of entertainers, e.g. band, DJ, comic, exotic dancer, vocalist, instrumentalist, etc. Describe in detail the type and genre of entertainment provided, Include detailed information when known such as the name of entertainer(s), number of entertainers, place where the entertainer(s) is (are) from, etc. Also indicate the frequency of the described entertainment, e.g., weekly, bi-weekly, monthly, quarterly, semi-annually, annually, etc. If the entertainment is provided by the licensee's regular employees, please indicate; otherwise state that entertainment will be provided through a contract between the licensee and entertainer.</u></b> |                   |                 |
| <b><u>Hours that entertainment will be provided.</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Start Time: _____ | End Time: _____ |
| <b><u>Will the establishment impose a Cover Charge?</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Yes               | No              |
| <b><u>If so, what are the hours and amounts of the cover charge?</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                   |                 |
| <b><u>Will the establishment allow dancing?</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Yes               | No              |
| <b><u>If so, does the establishment have a dance permit?</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Yes               | No              |
| <b><u>Is there a separate area where diners can eat with no entertainment and no cover charge?</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Yes               | No              |

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Address: \_\_\_\_\_

| <b>Saturday</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                   |                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------------|
| <b>Will entertainment be presented?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Yes</b>        | <b>No</b>       |
| <b><u>List the type of entertainers, e.g. band, DJ, comic, exotic dancer, vocalist, instrumentalist, etc. Describe in detail the type and genre of entertainment provided, Include detailed information when known such as the name of entertainer(s), number of entertainers, place where the entertainer(s) is (are) from, etc. Also indicate the frequency of the described entertainment, e.g., weekly, bi-weekly, monthly, quarterly, semi-annually, annually, etc. If the entertainment is provided by the licensee's regular employees, please indicate; otherwise state that entertainment will be provided through a contract between the licensee and entertainer.</u></b> |                   |                 |
| <b><u>Hours that entertainment will be provided.</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Start Time: _____ | End Time: _____ |
| <b><u>Will the establishment impose a Cover Charge?</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Yes               | No              |
| <b><u>If so, what are the hours and amounts of the cover charge?</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                   |                 |
| <b><u>Will the establishment allow dancing?</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Yes               | No              |
| <b><u>If so, does the establishment have a dance permit?</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Yes               | No              |
| <b><u>Is there a separate area where diners can eat with no entertainment and no cover charge?</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Yes               | No              |

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Address: \_\_\_\_\_

**SPECIAL EXEMPTION FOR AN ESTABLISHMENT WITH  
A SPECIAL ENTERTAINMENT PERMIT FOR:**

Does your establishment plan to host any of these types of family oriented events? Please check the appropriate events.

- |                                                 |                                                               |
|-------------------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> Anniversary Party      | <input type="checkbox"/> Family Themed Theatrical Performance |
| <input type="checkbox"/> Baby Shower            | <input type="checkbox"/> Graduation Party                     |
| <input type="checkbox"/> Baptism Reception      | <input type="checkbox"/> Political Event                      |
| <input type="checkbox"/> Bar Mitzvah            | <input type="checkbox"/> Retirement Party                     |
| <input type="checkbox"/> Bat Mitzvah            | <input type="checkbox"/> Rights of Passage Event              |
| <input type="checkbox"/> Beautillion            | <input type="checkbox"/> Scholarship Award Ceremony           |
| <input type="checkbox"/> Birthday Party         | <input type="checkbox"/> School Event                         |
| <input type="checkbox"/> Book Signing           | <input type="checkbox"/> Tea Party                            |
| <input type="checkbox"/> Church Events          | <input type="checkbox"/> Wedding                              |
| <input type="checkbox"/> Confirmation Reception | <input type="checkbox"/> Wedding Reception                    |
| <input type="checkbox"/> Corporate Reception    | <input type="checkbox"/> Wedding Shower                       |
| <input type="checkbox"/> Cotillion              | <input type="checkbox"/> Other (Specify): _____               |
| <input type="checkbox"/> Engagement Party       |                                                               |
| <input type="checkbox"/> Faith Based Events     |                                                               |
| <input type="checkbox"/> Family Reunion         |                                                               |

Approximate Number of Events Annually: \_\_\_\_\_

This form shall be filed annually with the request for a Special Entertainment Permit; the Board will review the information and notify the licensee if approval is granted for the above listed family orientated events. Upon approval the licensee is responsible to notify the Board on a monthly basis of the event type and date of each event scheduled. Failure to notify the Board could result in a violation due to lack of prior authorization for the event pursuant to R.R. 75. Events with entertainment that the Board authorized under the family oriented entertainment exemption will not have to comply with the requirement of a Special Entertainment Permit.

**Special Entertainment Permit Request Form**

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Trade Name: \_\_\_\_\_

Address: \_\_\_\_\_

***I hereby certify that I am a licensee for the above named licensed establishment, I have read and understand the rule regarding the Special Entertainment Permit, and I will abide by all the rules and regulations regarding the sale and distribution of alcoholic beverages.***

Signature of Licensee: \_\_\_\_\_ Date: \_\_\_\_\_

**STATE OF MARYLAND, COUNTY OF \_\_\_\_\_, to wit:**

I hereby certify that on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ before me, the subscriber, a notary public of the State of Maryland, in and for \_\_\_\_\_ personally appeared \_\_\_\_\_ and made oath in due form of law that the matters and facts set forth in this document are true and correct.

**WITNESS my hand and official seal.**

\_\_\_\_\_  
**My Commission expires:**

\_\_\_\_\_  
**Notary Public**