

# *Liquor Control Board of Garrett County* *Board of License Commissioners*



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## **REGULATIONS FOR ALCOHOLIC BEVERAGE DELIVERY**

1. Licensed establishments desiring to deliver alcoholic beverages must complete the Delivery Registration Form and receive a Letter of Authorization from this office before deliveries can be made.
2. Only bona fide employees on the payroll who are at least 21 years of age or the licensees are permitted to make the delivery. The person making the delivery must be registered with the Board of License Commissioners / Liquor Control Board Office and have in his or her possession a letter signed by the Administrator to the Liquor Control Board or a representative of the office indicating he or she has been registered.
3. The licensee shall be strictly liable for ensuring that delivery is made only to persons who are 21 years old or older and may not be left unattended at the delivery location.
4. The person making the delivery must have a valid driver's license and be driving a vehicle that is properly insured. Both the license and registration must be in the vehicle at the time of making the delivery.
5. All persons making deliveries must have current certification in an approved alcohol awareness class and have a current copy of the I.D. Checking Guide in his/her possession at the time of delivery.
6. The sale of alcoholic beverages may not be consummated outside of the licensed place of business.
7. Deliveries may only be made during the approved hours for the type of alcoholic beverages authorized for off-premise sales under their current license.
8. Approved licensed establishments may deliver alcoholic beverages in any quantity in a sealed package or container to a person of legal drinking age in **Garrett County only**.
9. Deliveries may not be made to any other alcoholic beverage licensed premise or any property where alcohol is prohibited.
10. All orders must be recorded on the Delivery Form. The delivery must be made to the address on the form.
11. Every delivery must be acknowledged by the completion of a Delivery Form. Each Delivery Form must be **completely** filled out. Nothing is to be left blank. (You may make copies of the blank Delivery Forms as needed.)

12. The licensee must obtain from the customer / receiver a signed receipt stating the date of delivery, customer's name, phone number, delivery address, and date of birth; supported by documentary proof that the person is at least 21 years of age, including the customer's home address, the kinds and quantities of alcoholic beverages delivered and the name of the employee making the delivery. This information must be placed on each Delivery Form. The employee making the delivery and the customer / receiver must both sign the Delivery Form before the employee completes the delivery.
13. Licensees that have the Delivery Option must file a delivery report by the 10<sup>th</sup> of each month reporting whether or not deliveries were made in the prior month. This report must be accompanied by the original of all Delivery Forms for that month's deliveries. The licensee must retain a copy of all Delivery Forms for a period of one year. Failure to file a timely report and related Delivery Forms may result in termination of the licensee's Delivery Option.
14. The establishment's first sales to minor violation in the course of an alcohol delivery transaction will result in the suspension of the delivery privilege for the remainder of the license year.
15. Each year at license renewal, the Board must approve the delivery option for the upcoming license year.





## ALCOHOLIC BEVERAGE DELIVERY FORM

NAME OF ESTABLISHMENT: Fireside Deli & Wine Shop

Order Date: \_\_\_\_\_ Delivery Date: \_\_\_\_\_

Order Time: \_\_\_\_\_ Delivery Time: \_\_\_\_\_

NAME OF CUSTOMER: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

DELIVERY ADDRESS: \_\_\_\_\_

### DRIVER'S LICENSE INFO:

State of license: \_\_\_\_\_ License Number: \_\_\_\_\_

DOB-Date of Birth: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

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

### Brand, Size & Quantity of Alcoholic Beverages Delivered:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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*I hereby certify that I am over 21 years of age; my date of birth is listed above. I realize that it is a **criminal offense** for these alcoholic beverages to be turned over to anyone under 21 years of age.*

**SIGNATURE OF RECEIVER:** \_\_\_\_\_

*I hereby certify that I am over 21 years of age; my date of birth is listed above. I realize that it is a **criminal offense** for these alcoholic beverages to be turned over to anyone under 21 years of age.*

**SIGNATURE OF CUSTOMER:** \_\_\_\_\_

*I, [print name] \_\_\_\_\_, certify that I delivered the above listed beverages to the above listed customer / receiver and that I examined the customer's / receivers identification.*

**SIGNATURE OF DELIVERY PERSON:** \_\_\_\_\_