

CIAA EVENT PERMIT FAQs

Official Guidance for Event Hosts

Q: Why was this legislation passed? **A:** During the 2019 Legislative Session, Senator Antonio Hayes sponsored and oversaw the passage of SB792, which led to the creation of the Baltimore City Related Event Promoter's Permit, which regulates certain events that occur during the CIAA Tournament. The law became effective July 1, 2019. The law was passed to ensure that all events that are not expressly promoted and supported by the CIAA Tournament but are held concurrently with the CIAA Tournament and open to the public are properly regulated.

Q: Can the CIAA or tournament logo be used in the promotional material for the event? **A:** Hosting an event, even with any required approval and issuance of a Baltimore City Related Event Permit from the Board of Liquor License Commissioners for Baltimore City (BLLC), does not authorize the use of the CIAA name, logo or marks in any way, including in conjunction with the promotion of the event. To request approval for any use of the CIAA's name, logos or marks – including in association with promoting any event – contact Eddie Weatherington, Senior Associate Commissioner (eweatherington@theciaa.com).

Q: Can I reserve my space before I get a permit? **A:** The related event permit should be initiated at the same time the space is reserved. Promoters should provide the venue with a copy of the CIAA Notice of Event and approval letter from Visit Baltimore upon contracting venue space.

Q: If I have an existing liquor license, do I need to apply for the Baltimore City Related Event Permit? **A:** Yes. If you are hosting an event that occurs during the CIAA Tournament, is open to the public, you are charging admission, and it is reasonably anticipated that 75 or more individuals will be in attendance, then you are subject to obtaining a Baltimore City Related Event Promoter's Permit before hosting the event.

Q: If I am hosting a private event and not charging admission, do I need to get a permit? **A:** You do not need a Baltimore Related Event Permit, but you must register at Baltimore.org/CIAA

Q: If I am hosting multiple events on the same day or the same event on multiple days, do I need multiple permits? **A:** Yes. A permit is required for each individual event.

Q: What happens if I don't get a permit? **A:** Licensees and/or promoters that fail to obtain the necessary permits will be issued violations and brought before the Board at a public hearing. The Board shall impose a fine of not less than \$1,000 and not more than \$3,000 or suspend the license or both. In addition, the licensee/promoter will be prohibited from participating in a related event for 1 year.

Q: When will we be able to begin the Baltimore City related event permit? **A:** You can initiate the process by completing the CIAA Notice of Event Form as well as requesting an approval letter from Visit Baltimore now.

Q: Is there a deadline for submitting my application to the liquor board? **A:** Yes. Applications MUST be submitted NO LATER THAN 90 DAYS PRIOR TO THE EVENT.

Q: How long will it take for my permit to be approved? **A:** The time period for approval will depend on the type of venue, number of people that are reasonably anticipated to attend, and whether or not the event requires a street closure. This is why the BLLC requires each applicant to contact the Special Events Permit Office within the Department of Transportation (DOT) to determine whether or not a Special Events Permit is needed for the type of event that is desired to be held. If it is determined by DOT that a Special Events Permit is needed,

then the applicant must go through DOT's process – usually takes around 45 business days – and obtain a Special Events Permit. If a Special Events permit is not needed, then DOT will provide a letter to the applicant stating as such, which he or she can submit to the BLLC with their application. Once the applicant submits the BLLC application, all relevant documentation, and makes payment, the BLLC will issue the Baltimore City Related Event Promoter's Permit – the BLLC's review process should take no longer than 1–2 business days before issuance.

Q: What if I don't finalize the details for the event before deadline? Is there a waiver? **A:** There is no waiver process. Permits will not be issued after the 90-day deadline.

Q: Who is responsible for applying for the permit -- the promoter or the venue? **A:** Either the venue, promoter, licensee, or State-wide Caterer may apply for the permit.

Q: I understand there is a revenue share between the City of Baltimore and the CIAA. What is that revenue share? **A:** The revenue share refers to the license fee that the venue, promoter, licensee, or State-wide Caterer pays to the City of Baltimore. It is a 50/50 split between CIAA and the City of Baltimore.

Q: How will the playing field be leveled for small promoters vs. large promoters? **A:** The Baltimore City Related Event process is one way that the playing field is leveled. Everyone, regardless of size or scope of event, will have to complete the same process and will be evaluated based on the same regulations.

Q: Where do you get a One Day Liquor License Permit? **A:** You must apply at the Baltimore Liquor License Commissioners' Office located at 200 St. Paul PI Baltimore, MD (Photo ID needed for entry).

Q: Do I have to turn in my Department of Transportation Special Event Permit and Board of Liquor License Commissioners Related Event Permit in Person? **A:** Yes, the address for DOT Special Events is Abel Wolman Municipal Building, 200 Holliday Street Baltimore, MD, Lobby, Counter 4 and the address for BLLC is 200 St. Paul PI Baltimore, MD

Q: Where do I find the Department of Transportation's Special Event Permit? **A:** Special Events Permitting & Street Vending Licenses | Baltimore City Department of Transportation

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