



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

TELEPHONE: (207) 624-7220

FAX: (207) 287-3434

EMAIL INQUIRIES: maineliqor@maine.gov

Application for a License for an Incorporated Civic Organization
Important Information

A. General

- i. The municipality in which the event will take place must have voted to approve on-premises consumption under [Title 28-A, Chapter 5](#).
- ii. The law requires the application to be submitted at least 24 hours in advance of the event, however, a longer notice is appreciated to allow additional time for processing.

B. Events open to the public

- i. Your organization must be an incorporated civic organization or a similarly purposed national organization designated under the United States Internal Revenue Code of 1986, Section 501(c)(3) and verifiable with the office of the Maine Secretary of State, Division of Corporations.

Submit completed forms to:

Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement

Mailing address: 8 SHS, Augusta, ME 04333-0008

Courier delivery: 19 Union Street, 3rd floor, Suite 301-B, Augusta, ME 04330



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 BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
 DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

Application for a License for an Incorporated Civic Organization

Section A: Applicant Information:

1. Legal Name of Applicant: Kents Hill School
2. Contact Name for Applicant: Emily George Beliveau
3. Mailing Address of Primary Office of Applicant: 1614 Main Street
Kents Hill, ME 04349
4. Contact Name Telephone/Mobile Number: 603-986-4023
5. Email Address of Contact: ~~emilysg@kentshill.org~~ ebeliveau@kentshill.org

Section B: Event Information:

1. Title Event: Reunion Weekend : Bicentennial → BBQ welcome
2. Purpose of Event: Alumni Engagement + New Head of School Induction
3. Duration of Event (check one): One Day Multiple Days (only 1 permitted per year)
no sep applications
4. Type of Event: (check one) Indoor Outdoor
5. Town or City where Event will take place: Kents Hill, Maine
6. Complete Physical Address of Event:
1614 Main Street
Kents Hill, ME 04349
7. Date of Event: June 7, 2024 Time: From 6 To 10 p.m.
Under Maine liquor laws, alcoholic beverages can only be served from 5:00 am to 1:00 am of the next day, Sunday through Saturday; event times cannot deviate from this statutory requirement.
8. Number of Persons Attending: 200 (*not all drink*)

9. Describe specific indoor and/or outdoor area to be licensed: (for an outdoor event, please include a diagram of the outside space in Section F below.)

Tent behind the ski lodge, grass cut to outline area alumni and trustees can walk. proper rides in place to deter walking cat night. paramedic on site, TIPS certified bartenders. Everyone of age to drink if they do so. No alch beyond this point signs, and full meal served.

10. Will dancing be part of the event? Yes No
- a. Does the venue have a dance license? Yes No
- b. If yes, please provide a copy of the license from the State's Fire Marshall's Office

Section C: Signature of Applicant

By signing this application, the licensee understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

Please sign and date in blue ink.

Dated: 4/22/24

Emily George Beliveau
Signature of Duly Authorized Person

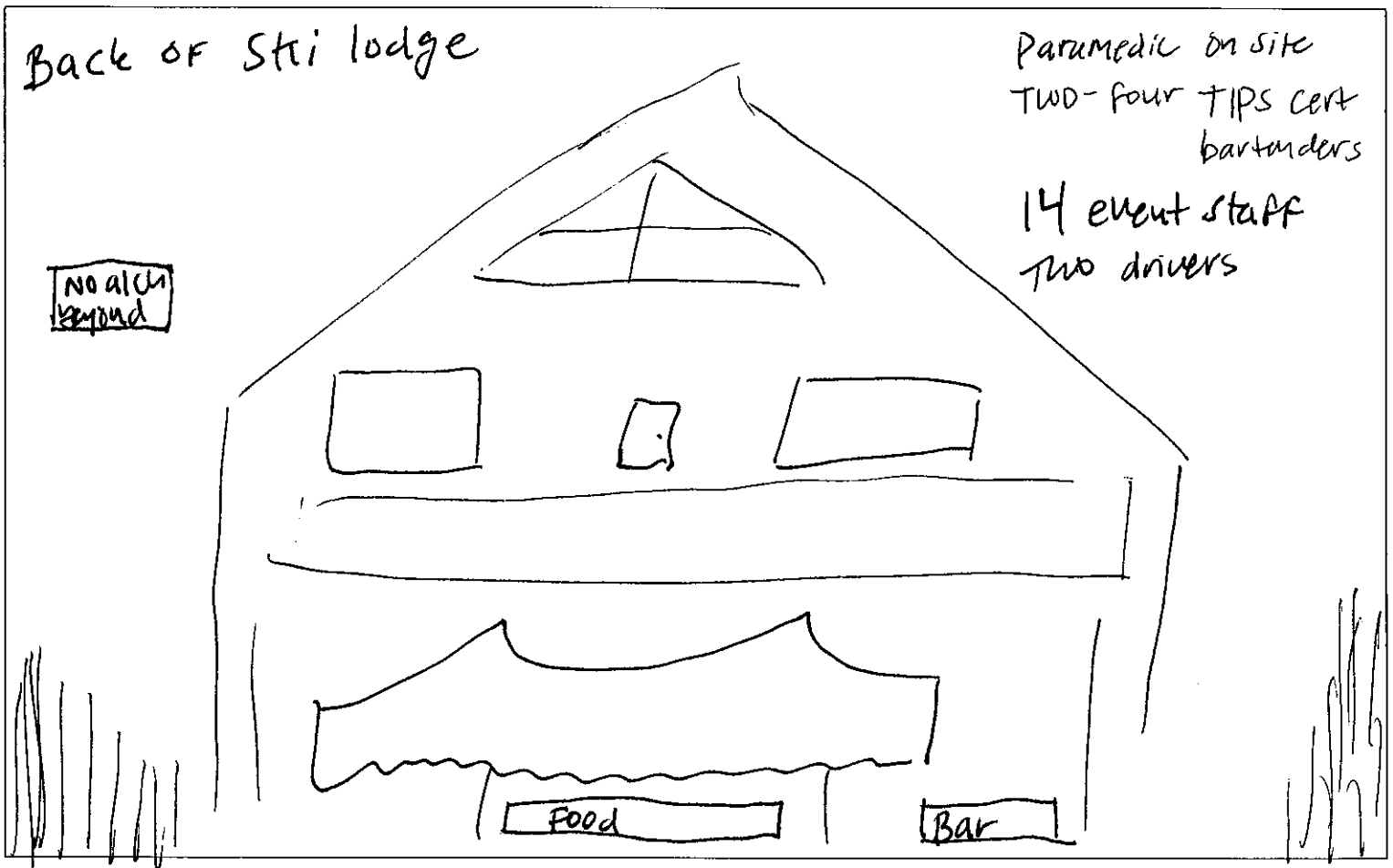
Emily George Beliveau
Printed Name of Duly Authorized Person

Section F: Diagram for Outdoor Events

The following restrictions apply to outdoor events:

- There must be a stanchion or a fence completely enclosing the area.
- Signs must be posted stating "No alcohol beyond this point".
- There must be sufficient employees at the event to control and monitor the area.

In an effort to clearly define the area that consumption and storage of liquor will occur during this outdoor event, diagrams must be submitted on this form and should be as accurate as possible. Be sure to label the areas of consumption and storage on your diagram.



| For Division Use Only | |
|---|-----------------------|
| Date Filed: _____ | License No: _____ |
| <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved | Deposit Date: _____ |
| Date Approved: _____ | Amt. Deposited: _____ |
| Approved By: _____ | Payment Type: _____ |



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A. General

- i. The municipality in which the event will take place must have voted to approve on-premises consumption under [Title 28-A, Chapter 5](#).
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Application for a License for an Incorporated Civic Organization

Section A: Applicant Information:

1. Legal Name of Applicant: Kents Hill School
2. Contact Name for Applicant: Emily George Beliveau
3. Mailing Address of Primary Office of Applicant: 1614 Main Street
Kents Hill, ME 04347
4. Contact Name Telephone/Mobile Number: Emily George Beliveau
5. Email Address of Contact: ebeliveau@kentshill.org

Section B: Event Information:

1. Title Event: Reunion Weekend: Bicentennial → Gala
2. Purpose of Event: Alumni Engagement + New Head of School Induction
3. Duration of Event (check one): One Day Multiple Days (only 1 permitted per year)
two applications
4. Type of Event: (check one) Indoor Outdoor
5. Town or City where Event will take place: Kents Hill, Maine
6. Complete Physical Address of Event:
1614 Main Street
Kents Hill, ME 04347
7. Date of Event: June 8, 2024 Time: From 5 To 11 p.m.
Under Maine liquor laws, alcoholic beverages can only be served from 5:00 am to 1:00 am of the next day, Sunday through Saturday; event times cannot deviate from this statutory requirement.
8. Number of Persons Attending: 400

9. Describe specific indoor and/or outdoor area to be licensed: (for an outdoor event, please include a diagram of the outside space in Section F below.)

Large rented tent on the football field. No alcohol permitted beyond this point signs. TPA bartenders, 40 staff, "Safe rides" all mechanics to prevent driving if not staying on campus (most do). Full meal, hour long presentation, new head of school induction + band until 10-10:30. Neighbors have my number for noise + have been alerted.

10. Will dancing be part of the event? Yes No Not usually done

a. Does the venue have a dance license? Yes No

b. If yes, please provide a copy of the license from the State's Fire Marshall's Office

Section C: Signature of Applicant

By signing this application, the licensee understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

Please sign and date in blue ink.

Dated: 4/22/24

Emily George Belin
Signature of Duly Authorized Person

Emily George Belin
Printed Name of Duly Authorized Person

**Section D: For use by Municipal Officers and County Commissioners only
Approval of an Application for a License for an Incorporated Civic Organization**

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this catering event application on this date: _____

Check only one: City Town Unorganized Territory

Name of City/Town/Unorganized Territory: _____

Who is approving this application? Municipal Officers
 County Commissioners of _____ County

- Please Note:** The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of license to be issued by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

| Signature of Officials | Printed Name and Title |
|------------------------|------------------------|
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Section E: Application Fee; Other Information

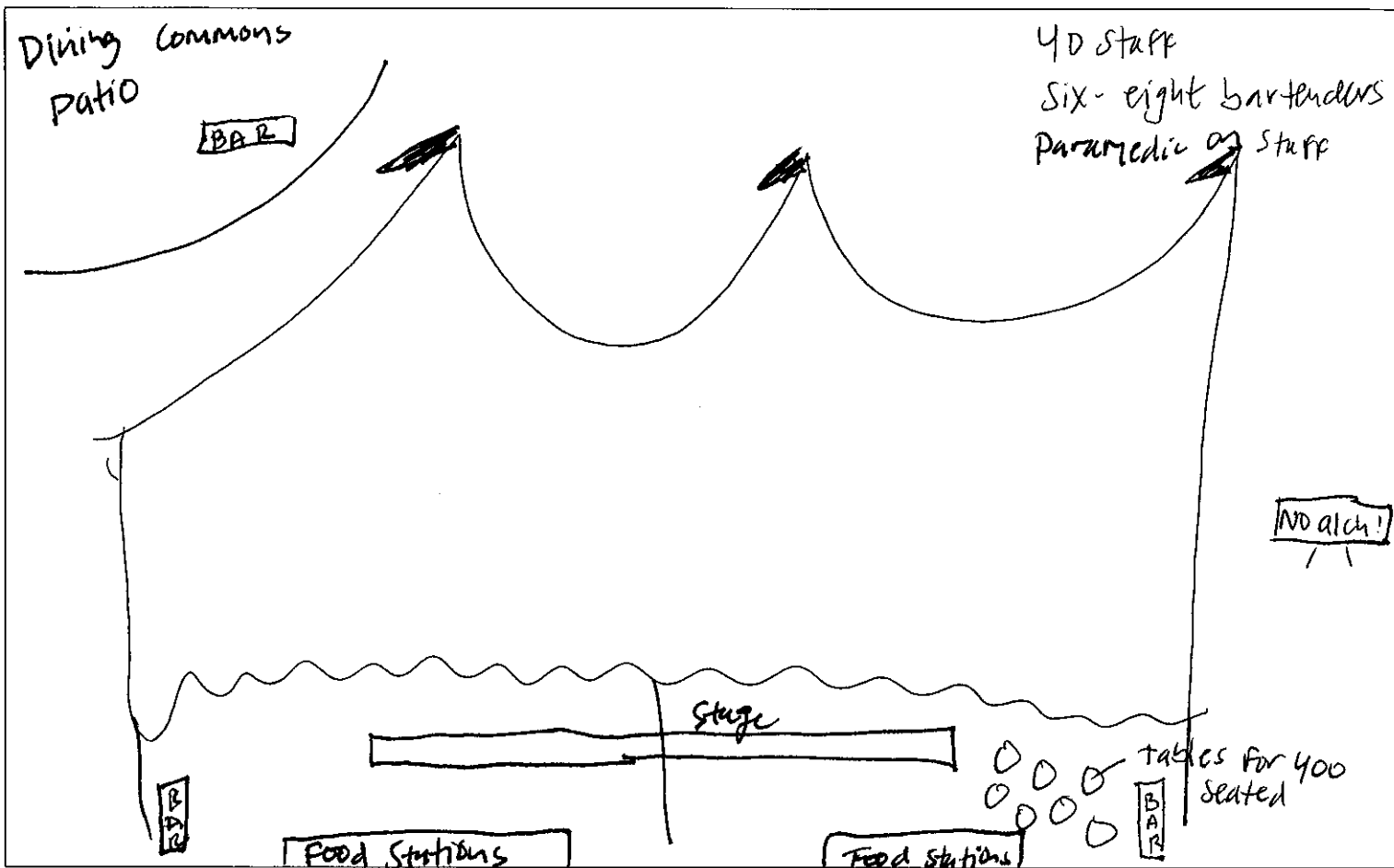
- The license fee is \$50.00 plus a \$10.00 filing fee; make checks payable to Treasurer State of Maine.
- The law requires the application to be submitted at least 24 Hours prior to the function, however, a longer notice is appreciated to allow additional time for processing.
- Once issued, this permit is not assignable and is valid only for use by the licensee named in this application and for the date, time, and location listed in this application. This permit is issued subject to Maine liquor laws under Title 28-A and the Bureau's Administrative Rules. Penalties for failure to comply with the laws and rules are provided in Chapter 33 of Title 28-A.
- The Division is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.
- Payments to the Division by check subject to penalty provided by 28-A MRS Section 3-B.

Section F: Diagram for Outdoor Events

The following restrictions apply to outdoor events:

- There must be a stanchion or a fence completely enclosing the area.
- Signs must be posted stating "No alcohol beyond this point".
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In an effort to clearly define the area that consumption and storage of liquor will occur during this outdoor event, diagrams must be submitted on this form and should be as accurate as possible. Be sure to label the areas of consumption and storage on your diagram.



| For Division Use Only | |
|---|-----------------------|
| Date Filed: _____ | License No: _____ |
| <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved | Deposit Date: _____ |
| Date Approved: _____ | Amt. Deposited: _____ |
| Approved By: _____ | Payment Type: _____ |