



Quick Guide for Class C Restaurants (CR)

As a restaurant you must operate on a regular schedule, be ready, willing, and able to prepare and serve food, have a kitchen that is regularly open at least 2 hours before closing; have a menu in use; have sufficient food on hand to serve the patrons from the menu; and have proper staff present to prepare and serve the food. You are known by the public as primarily a food-service establishment and all advertising and signs emphasize food rather than alcoholic beverages or entertainment. You are required to have annual gross food sales of \$2,000 per occupant, which is determined by the establishment's Board-approved certificate of occupancy or your food sales must account for at least 45% of the establishment's gross annual receipts. In addition, the ABC Board may require you to file a security plan. *You may only hold another on-premises Retailer's License, Class C or D, or a Caterer's License.*

Hours

A Retailer's Class C Restaurant License may sell or serve beer, wine, and spirits on premises any day or time except between the following hours (unless a Board order or a voluntary agreement states otherwise):

- **2:00 a.m. and 8:00 a.m.**, Monday through Friday
- **3:00 a.m. and 8:00 a.m.**, Saturday
- **3:00 a.m. and 10:00 a.m.**, Sunday

January 1st, the licensee may sell or serve alcoholic beverages until 4:00 a.m.

ABC Manager or Owner

An owner or ABC manager *must* be on the premises at all times when alcoholic beverages are being sold, delivered, or consumed. The manager *must* carry their manager's license upon his or her person and must exhibit the license, upon request, to any member of the Board, employee of the Board, or member of the Metropolitan Police Department.

Conspicuous Postings

ABC Licenses must be framed under glass. Please note that your license is renewable every three (3) years beginning March 31, 2010. Payment can be made in full or in yearly increments.

If a **voluntary agreement** is a part of the license, the licensee must have a copy of the voluntary agreement accessible to any member of the public, official of ABRA, or officer of the Metropolitan Police Department upon request. You must follow the conditions of your VA, security plan and Board Order.

The licensee *must* post on the front window or front door of the licensee's premises, the **correct name** or names of the licensee or licensees and the **class** and **number** of the license in plain and legible lettering not less than one inch nor more than 1.25 inches in height.

The licensee must conspicuously post the **legal warnings** that ABRA provides regarding the legal drinking age and the dangers of drinking during pregnancy.

Signs

You may not have exterior signs advertising alcoholic beverages, which signs have a total cumulative area in the aggregate in excess of 10 square feet.

Endorsement Requirements

ABC Board approval is necessary for the following:

- Sidewalk café
- Summer garden
- Brew Pub
- Entertainment, a cover charge, or dancing

Please note that you are not permitted to transfer responsibility for security to a third party or promoter. This would constitute a primary tier violation under D.C. Official Code § 25-830(c)(1).

Quarterly Statements

A restaurant must file quarterly statements with the Board, by October 31, January 31, April 30, and July 31. **Audits** will be conducted to ensure that you have met the food requirement.

Invoices

Invoices must be kept and maintained on the premises for a period of three (3) years to include adequate books and records showing all sales, purchase invoices, delivery slips which adequately and fully reflect all purchases, sales, and deliveries of all alcoholic beverages, except beer, made to it, and dispositions, including sales information—dates, price of food sold, price of alcoholic beverages sold, and the amount of total sales; purchase information—date and quantity of purchase, name, address, and phone number of the wholesaler and or vendor with the original invoice; and register receipts of guest checks, which may be kept daily or weekly that include food and alcoholic beverages sold and the amount of total sales.

All invoices and delivery slips and all importation permits after cancellation, must be systematically filed and maintained for a period of three (3) years from date of delivery and must show a true, accurate and complete statement of terms and conditions on which each purchase was made. You may request permission from the ABC Board to maintain your original invoices outside of the District of Columbia upon a determination by the Board that good cause exists. However, duplicate invoices must be maintained in the District of Columbia at either the licensed premises or a location approved by the Board.

Purchase of Alcohol

You are required to purchase all alcoholic beverages from a DC wholesaler. There is an exception which allows you to purchase alcohol from someone other than a DC wholesaler if you certify that the product is not available or if a DC wholesaler cannot provide the quantity that you are requesting and you obtain an Importation Permit.

Importation Permit

You must apply for an Importation Permit if you determine that a DC wholesaler cannot provide you with the alcohol product that you wish to purchase. You must certify this request in writing. The permit must, immediately upon receipt of the alcoholic beverages by your establishment, be marked “canceled” by you.

Off-Premises Storage

You may apply for an off-premises storage permit to store alcoholic beverages at another facility other than your establishment.

Corking Fee

A patron is permitted to bring to and consume an alcoholic beverage into your location. You are permitted to charge a corking fee not to exceed twenty five dollars (\$25).

Removal of Alcohol From Premise—“Doggie Bag” Provision

A patron is permitted to remove one partially consumed bottle of wine for consumption off premises. This bottle must be securely resealed and must be placed in a bag or other container. A dated receipt must be attached to the bag or container before you allow the patron to remove the bottle from the premise.

One-day Substantial Change

You must file a one-day substantial change application requesting the ABC Board to grant you permission to extend your operating, service or entertainment hours, to extend your service area for a specific event or to temporarily allow you to have entertainment if you do not have an entertainment endorsement. The Board will only grant six (6) substantial changes in a calendar year. All substantial changes must be filed at least seven (7) days prior to the specific event and these requests are subject to Fact Finding hearings before the ABC Board.

Sale to Minors

ABRA is conducting compliance checks using minors to enter your establishment and attempt to purchase alcoholic beverages. The minors will be using their real ID that designates the minor is under the age of 21.

Bartenders

Bartenders must be 21 years old.

Back-Up Drinks

You may not sell a “back-up drink”, meaning if a customer has a partially consumed beverage in front of them, you should not serve them another alcoholic beverage. The prohibition against back-up drinks does not prevent the service of wine with a meal when a patron has not finished a previously served cocktail.

ABC Board Approval

ABC Board approval is needed for:

- Transfer of licenses
- Change of corporate officers
- Change of corporate structure
- Trade name

- Hours of operation or service for premises, sidewalk cafes, summer gardens, or entertainment
- Sidewalk café or summer garden
- Increase use of space
- Storage facility

Violations

- Sale to Minors
- Not posting warning and current legal drinking age signs
- No ABC Manager on duty
- Posting and carrying of licenses on premises
- Restriction of hours of operation
- Transfer of ownership without Board approval
- Substantial changes without Board approval
- Failure to maintain or keep records or invoices
- Extend hours of operation without Board approval
- Violation of your voluntary agreement

You must allow ABRA investigators or MPD officers to enter your establishment without delay. Failure to comply may result in a revocation or suspension of your ABC license.

Suspensions

Note that if you are serving a suspension, all alcoholic beverages must be secured. Removal of suspension placards or selling alcoholic beverages during a suspension period may result in a more severe penalty.

Contact Us

Please visit ABRA's website at www.abra.dc.gov or contact ABRA for more specific details regarding information contained in this brochure at (202) 442-4423.