

# LAST CALL



## BOOKS AND RECORDS TRAINING

The Alcoholic Beverage Regulation Administration (ABRA) is inviting all restaurant and hotel licensees (and/or your representatives) to attend one of two training sessions regarding quarterly statement filings and the statutory books and records requirements that all hotel and restaurant licensees are required to maintain. The training sessions will cover filing quarterly statements with ABRA and calculating your compliance with the District's statutory food requirements. There is no cost to attend the training. Both training sessions will be held on September 20, 2012 and will last for two (2) hours.

The schedule is as followed:  
**1<sup>st</sup> session: 9:00 a.m. to 11:00 a.m.**  
**2<sup>nd</sup> Session: 2:00 p.m. to 4:00 p.m.**

It will be held at ABRA which is located at :  
**2000 14<sup>th</sup> Street NW**  
**400 South**  
**Washington, DC 20009**

If you would like to attend either of these training sessions or have questions please call Adeniyi (Neal) Adejunmobi (Auditor), at (202) 442-4453, by Tuesday, September 18, 2012.

## QUARTERLY STATEMENT REPORTS

Restaurant and hotel licensees are required to file a quarterly alcoholic beverage and food statement with the Alcoholic Beverage Regulation Administration (ABRA) in compliance with D.C. Official Code §§ 25-113 (b) (2) (A) or 25-113 (e) (4) (A). The last quarterly statement was due on **July 30, 2012**. The next quarterly statement is due on **October 30, 2012**. All hotel restaurant licensees are required to submit quarterly statements either electronically to [www.abra.dc.gov](http://www.abra.dc.gov), by fax to (202) 442-9563, or hard copies to:

**2000 14<sup>th</sup> Street NW**  
**400 South**  
**Washington, DC 20009**

## SECOND AND THIRD YEAR PAYMENTS

The following license holders are reminded that they have until **Monday, October 1, 2012** to make their 2<sup>nd</sup> and/or 3<sup>rd</sup> Year License Fee Payment: **Wholesaler B, Retailer's B, Retailer's CT, Retailer's CN, Retailer's DT, and Retailer's DN**. Payments can be made in person or mailed to the Alcoholic Beverage Regulation Administration, 2000 14<sup>th</sup> Street, NW, 400S, Washington, DC 20009. All mail-in payments must be made in the form of a check or money order, payable to the DC Treasurer. Credit card payments must be made in person and only MasterCard and Visa are accepted. **Cash payments are not accepted.** Should you have any questions, please contact Tiwana Hicks, Licensing Division Program Manager, at (202) 442-4423 or [tiwana.hicks@dc.gov](mailto:tiwana.hicks@dc.gov).

Alcoholic Beverage  
 Regulation Administration  
 2000 14th Street, NW,  
 Suite 400S  
 Washington, DC 20009  
 MAIN: 202/442-4423  
 FAX: 202/442-9563  
[www.abra.dc.gov](http://www.abra.dc.gov)

### HIGHLIGHTS:

- > **BOOKS AND RECORDS TRAINING**
- > **QUARTERLY STATEMENT REPORTS**
- > **2ND AND 3RD YEAR PAYMENTS**
- > **ALCOHOL DELIVERY REQUESTS**
- > **PLACING LICENSES IN SAFE KEEPING**
- > **EXTENDED HOURS OF OPERATION**

## ALCOHOL DELIVERY REQUESTS

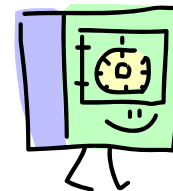
Applicants for Temporary Licenses or One Day Substantial Change requests are responsible for ensuring that alcoholic beverages ordered from a licensed District wholesaler are available for delivery on the date (s) of their event. It is ABRA's policy that beverages are to be delivered by a District wholesaler to the holder of a Temporary License or One Day Substantial Change on the event date (s) approved by the Board. It is the responsibility of the applicant to ensure that the alcoholic beverages ordered from the wholesaler can be delivered on the date (s) of the event. In the event the licensed District wholesaler is unable to deliver alcoholic beverages on the event date the applicant may submit a written request to the Board for an earlier alcoholic beverage delivery date. The request shall indicate the date being requested (it must be within 48 hours of the starting time of the Board approved event), the reason that the delivery is unavailable on the dates of the event, and how the alcoholic beverages will be stored in a secure location prior to the date of the event. The request must be submitted to ABRA at least seven (7) days prior to the date (s) of the event. If it is not seven (7) days prior to the event it will not be accepted. If the request contains all of the previously stated information and is submitted in a timely manner it will be assigned to a contact representative or licensing specialist for the Board's review and consideration.



## PLACING LICENSES IN SAFEKEEPING

Title 25, Section 791 of The District of Columbia Code states:

- A license which is discontinued for any reason shall be surrendered by the licensee to the Board for safekeeping. The Board shall hold the license until the licensee resumes business at the licensed establishment or the license is transferred to a new owner.
- If the licensee has not initiated proceedings to resume operations or transfer the license within 60 days after suspension, the Board may deem this license abandoned after giving notice to the licensee. The licensee has 14 days to the Board's notice to request continued Safekeeping".
- An establishment may have their license held beyond 60 days with reasonable cause such as fire, flood, other natural disaster; rebuilding or reconstruction; or to complete the sale of the establishment but it must be approved by the Board. This will not relieve the licensee from the responsibility of renewing their licenses upon expiration and the Board will review the licenses to ensure progress is being made in returning to operation.
- Licenses that are restored after being held in safe keeping for longer than two (2) years will be subject to the license renewal process stated in Title 23 Chapter 4. Any licenses suspended by the Board under Safekeeping shall be stored at the Board.



## EXTENDED HOURS OF OPERATION

**E**xtended hours reminder—Licensees may remain open one extra hour to sell and serve alcoholic beverages on the night before District of Columbia and Federal holidays. Licensees are eligible for this extension if: (1) They do not have a voluntary agreement; or (2) Their voluntary agreement does not have any restrictions on hours. This policy does not extend an establishment's permitted hours of entertainment, nor does it alter the two-hour kitchen requirement for restaurants prior to closing. Labor Day is celebrated by the District of Columbia on Monday, September 3rd. DC and the Federal government offices will be closed. Therefore, qualifying licensees may extend their hours on Sunday evening, Monday September 2nd, until 3:00 a.m. Monday morning (on-premises).

*Feel free to visit the ABRA website to review the entire 2012 Extended Hours Calendar at [www.abra.dc.gov](http://www.abra.dc.gov).*