

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
ALCOHOLIC BEVERAGE REGULATION ADMINISTRATION**



FARMER'S MARKET LICENSE APPLICATION INSTRUCTIONS

A farmer's market can obtain a license to allow District alcohol manufacturers, brew pub, wine pub and distillery pub permit holders to operate as vendors at a market. As part of the license, a District alcohol manufacturer or pub permit holder could provide tastings at no cost and sell sealed containers of its products for off-premises consumption between the hours of 8 a.m.-9 p.m. Every vendor that sells alcohol is required to post an Alcoholic Beverage Warning sign at its booth. A farmer's market license is valid for a six-month period.

A farmer's market must meet the following criteria in order to apply for a license:

1. Have at least six vendors that produce, grow or raise the products they sell;
2. Operate between two and seven hours per market day;
3. Operate a minimum of six farmer's markets in a six-month period but no more than twice per week; and
4. Be registered with the Office of Tax and Revenue (OTR) to make retail sales in the District. Provide a copy of the OTR registration.

An applicant for a Farmer's Market License is required to submit a list of all District manufacturers and pub permit holders that are to serve as vendors at each market at least 15 days before the first farmer's market event. An applicant may add additional vendors to the list by submitting an updated list of vendors a minimum of 15 days before the date of the farmer's market that the additional vendors intend to participate.

There are two classes of Farmer's Market License:

- Class J: Permits the sale and service of beer and wine.
- Class K: Permits the sale and service of spirits, beer and wine.

FEES

Payment must be made in the form of a cashier's check, certified check, business check, attorney's check, personal check, or money order payable to the D.C. Treasurer, or by credit card (Visa or MasterCard only). Annual fees are as follows for each license type:

- Class J: \$300
- Class K: \$500

GENERAL APPLICANT REQUIREMENTS

- The term "applicant" in this application designates the person in whose name the license will be issued if the application is approved. An applicant can designate another individual to pick up the license. In order to do so, the applicant must submit written authorization to the Alcoholic Beverage Regulation Administration (ABRA).
- An applicant must be at least 21 years of age and provide a valid government issued form of identification.
- The applicant or an approved ABC manager must be present during the event. The Alcoholic Beverage Control Board (Board) reserves the right to require the attendance of additional approved ABC managers. Attach a copy of the approved ABC Manager's License.
- File the application in person with the Alcoholic Beverage Regulation Administration (ABRA) at least 15 days prior to the first farmer's market event along with all required documents.

APPLICATION INSTRUCTIONS

- Answer each question on the application. If a question or portion of a question does not apply, write "not applicable".
- Attach all required documents, including the list of vendors. Print your name on the top of each document. Write "see attachment" on the form.
- The applicant must sign the certification/affidavit. The signature must be notarized.

CLEAN HANDS CERTIFICATION

Complete and provide a Clean Hands Certification form with the application. The form is provided below and is also available online at <https://ocfocleanhands.dc.gov/cch/>.

OCCUPANCY

1. Submit a letter from the true and actual owner or designated agent of the premises where the farmer's market is to be held. This applies to indoor and outdoor events. The letter must include the following:
 - Authorization for the sale and service of alcoholic beverages;

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- Time(s), date(s), and location of the event;
 - Name of the authorized individual responsible for the event; and
 - Requested class of Farmer's Market License.
2. Submit a copy of the Certificate of Occupancy from DCRA if the event is to be held indoors.
 3. Submit a copy of the Public Space License from DDOT, if one has been issued for the premises.

SPECIAL EVENT LICENSE

Applicants must apply for a Special Event License with the Department of Consumer and Regulatory Affairs (DCRA) if the event utilizes public space under the ownership or control of the District of Columbia that requires changing, restricting or adapting the normal and usual regulations or controls of such space held open for use by the general public, not including parks. A DCRA Special Event Coordinator must sign the application where indicated. Provide the Special Event License, if required, when submitting a Farmer's Market License application.

POLICE CLEARANCE

All applicants must obtain a police clearance from the District of Columbia's Metropolitan Police Department. Applicants must also submit a police clearance from the local jurisdiction in which they currently reside if it is outside of the District.

COURT DISPOSITION

All persons with a misdemeanor conviction during the last five years or a felony conviction during the last ten years must submit a copy of the court disposition.

DIAGRAM

Submit a diagram indicating all alcoholic beverage dispensing site(s) and the physical boundaries around the service and consumption areas, e.g., fence, chicken wire, stanchions, etc.

APPLICABLE OFFICE LOCATIONS

- Alcoholic Beverage Regulation Administration: 2000 14th Street, NW, Suite 400 South, Washington, DC 20009
- Department of Consumer Regulatory Affairs Business Service Center: 1100 4th Street, SW, Washington, DC 20024
- Office of Tax and Revenue: 1101 4th Street, SW, Suite 270 West, Washington, DC 20024
- District of Columbia's Metropolitan Police Department: 300 Indiana Avenue, NW, Washington, DC 20001

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FARMER'S MARKET LICENSE APPLICATION

OFFICIAL USE ONLY

License Number:		Date Accepted:		Accepted by:	
Fees Paid: \$	From:	To:	Issue Date:	From:	To:
Ward/ANC:	License Types: <input type="checkbox"/> Class J (beer and wine): \$300 <input type="checkbox"/> Class K (spirits, beer and wine): \$500			(OFFICIAL USE ONLY) Government Issued Photo ID Provided: Yes <input type="checkbox"/> No <input type="checkbox"/> Type of Identification _____	

Date Approved by Board: / /	Initial: →						
Date Denied by Board: / /	Initial: →						

TO BE COMPLETED BY APPLICANT

1. Applicant's Name (Last, First, Middle Initial):		2. Applicant's Residential Address:					
3. Date of Birth:			4. Place of Birth:			5. Age:	
6. Home Telephone Number:		7. Business Telephone Number:		8. Email Address:			
9. Name of Farmer's Market:				10. Address of Farmer's Market Premises:			
11. Portion of premises to be used for vendors selling alcoholic beverages:			12. List the dates(s) for farmer's market event(s). Attach to the form a list of all alcohol vendors for each market event.				
13. Hours of farmer's market event(s):			14. Hours for sales and tastings of alcoholic beverages at farmer's market event(s):				
15. Have you ever: a. Received or applied for an alcoholic beverage license in DC or any state or territory? <input type="checkbox"/> Yes <input type="checkbox"/> No b. Had an alcoholic beverage license suspended or revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No c. Been convicted of a misdemeanor during the last five years or a felony during the last ten years? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, attach court disposition)							
16. If you have answered yes to question 15, please submit a detailed explanation.							
17. Do you meet the following criteria: a. Have at least six vendors that produce, grow or raise the products they sell? <input type="checkbox"/> Yes <input type="checkbox"/> No b. Operate each market day event between two and seven hours but not more than seven? <input type="checkbox"/> Yes <input type="checkbox"/> No c. Operate a minimum of six farmer's markets in a six-month period but no more than twice per week? <input type="checkbox"/> Yes <input type="checkbox"/> No d. Registered with the Office of Tax and Revenue to make retail sales in the District. <input type="checkbox"/> Yes <input type="checkbox"/> No							
18. Describe the farmer's market and the type of alcohol sales and service that will be provided:							

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19. Who will manage farmer's market events? <input type="checkbox"/> Applicant <input type="checkbox"/> Designee (An ABC Manager's License is required for a designee.)
20. Do you need a Special Event License? <input type="checkbox"/> Yes <input type="checkbox"/> No (Review the Special Event License requirements provided in the instructions.) (If yes, obtain an approval signature from a DCRA Special Event Coordinator at 1100 4th Street, SW, 2nd Floor, Washington, DC 20024)
DCRA Special Event Coordinator Signature: _____ Date: _____
21. What arrangements have you made for parking, if any?
22. Attach a list of all District of Columbia manufacturers and wholesalers from which a manufacturer or pub permit holder plans to obtain deliveries:
23. Certification/Affidavit: I hereby certify under penalty of perjury that the information in this application is true and correct. I also certify that the above named applicant is the true and actual owner of the business. (If the applicant is a Sole Proprietor, the individual must sign, if Partnership, each Partner must sign, if Corporation, the President or Vice President must sign, if Limited Liability Company, the Managing Member must sign below.)
Print Name: _____ Signature: _____
Subscribed and sworn to before me _____ on this ____ day of _____, 20____. My commission expires: _____ (Notary Public)
30. What language do you need vital documents translated:

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CLEAN HANDS CERTIFICATION

ALL INDIVIDUALS THAT HAVE AN OWNERSHIP INTEREST MUST COMPLETE THIS FORM.

PLEASE READ CAREFULLY AND COMPLETELY BEFORE SIGNING. A FALSE STATEMENT ON THIS CERTIFICATION REQUIRES THAT THE ADMINISTRATION PROCEED IMMEDIATELY TO REVOKE THE LICENSE OR PERMIT FOR WHICH YOU ARE NOW APPLYING, AND FINE YOU ONE THOUSAND AND NO/100 DOLLARS (\$1,000.00). THIS CERTIFICATION IS REQUIRED BY THE CLEAN HANDS ACT OF 1996; EFFECTIVE MAY 11, 1996, (D.C. LAW 11-118, D.C. OFFICIAL CODE SEC. 47-2861 *et seq.*) BEFORE YOU ARE ELIGIBLE TO RECEIVE A LICENSE OR PERMIT.

I, _____, as _____,
(Name – Print or Type) (Applicant's Title)

residing at _____, with Social Security number _____,
(Home Address)

certify that as of this date _____, I do not owe more than One Hundred and No/100 Dollars (\$100.00) to the District of Columbia Government as a result of:

1. Fines, penalties or interest assessed pursuant to the Litter Control Administrative Act of 1985, effective March 25, 1986 (D.C. Law 6-100; D.C. Official Code Sec. 8-801 *et seq.*);
2. Fines, penalties or interest assessed pursuant to the Illegal Dumping Enforcement Act of 1994, effective May 20, 1994 (D.C. Law 10-117; D.C. Official Code Sec. 8-901 *et seq.*);
3. Fines, penalties or interest assessed pursuant to the District of Columbia Traffic Adjudication Act of 1978, effective September 12, 1978 (D.C. Law 2-104; D.C. Official Code § 50-2301.01 *et seq.*);
4. Fines, penalties or interest assessed pursuant to the Department of Consumer & Regulatory Affairs Civil Infraction Act of 1985, effective October 5, 1985 (D.C. Law 6-42; D.C. Official Code Sec. 2-1801.01 *et seq.*);
5. Fines, penalties or interest assessed pursuant to the District of Columbia Taxicab Commission Establishment Act of 1985, effective March 25, 1986 (D.C. Law 6-97; D.C. Official Code § 50-301 *et seq.*);
6. Fines, penalties or interest assessed pursuant to the Compulsory/No-Fault Motor Vehicle Insurance Act of 1982, effective September 18, 1982 (D.C. Law 4-155; D.C. Official Code § 31-2401 *et seq.*);
7. Past due taxes;
8. Fines assessed to car dealers pursuant to section 2(i) of the District of Columbia Revenue Act of 1937, approved August 17, 1937 (50 Stat. 680; D.C. Official Code § 50-1501.02(i));
9. Parking fines or penalties assessed by other jurisdictions, provided, that a reciprocity agreement is in effect between the jurisdiction and the District;
10. Past due District of Columbia Water and Sewer Authority Service charges or fees; or
11. Vehicle conveyance fees, as that term is defined in § 50- 2302.01(i).

I understand that if I knowingly falsify this Certification, the Administration will move to revoke the license or permit for which I am applying, and fine me One Thousand and No/100 Dollars (\$1,000.00). I further understand that the Administration may conduct an investigation to ascertain the veracity of this Certification. I understand that this Certification is required as documentation to accompany my application for a license or permit, and that by completing this Certification, I am not guaranteed that my license or permit will be approved.

Signature

Print Name/Title

ABC Application Number

ABC License Number

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