



## ONE-DAY SUBSTANTIAL CHANGE APPLICATION INSTRUCTIONS

A restaurant, tavern, hotel, nightclub, multipurpose facility or manufacturer holding an on-site sales and consumption permit can apply for a one-day substantial change request with the Alcoholic Beverage Control Board (Board) for permission to have entertainment, extend operating hours, charge a cover, or allow dancing as part of a specific event. An application for a one-day substantial change is subject to the review and approval of the Board. Applications can be submitted to the Alcoholic Beverage Regulation Administration (ABRA). The Board cannot approve more than six one-day substantial change applications in a calendar year.

### 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). Fees are as follows for each permit type:

- Permit for beer and wine event: \$130 per day; and
- Permit for beer, wine and spirits event: \$300 per day.

### INDOOR EVENT DEADLINES – SEVEN DAYS

File applications at least seven days prior to any indoor event. An indoor event is generally defined as occurring inside of or on a building, including the building's:

- Outdoor courtyard;
- Backyard;
- Summer garden;
- Rooftop deck; or
- Sidewalk café.

A request to sell, serve or operate an event on a sidewalk café that is located adjacent to the licensee's building operated by the applicant is also considered an indoor event provided that a public space permit or written approval has been issued by the District Department of Transportation (DDOT). It is strongly encouraged that applications for large indoor events be filed more than seven days in advance.

### OUTDOOR EVENT DEADLINES – 20 DAYS

File applications at least 20 days prior to an outdoor event. An outdoor event is defined as occurring on:

- Outdoor public space, excluding sidewalk cafés adjacent to the licensee's building;
- Outdoor private space not located on the private property of the building being operated or utilized by the applicant for its event; or
- Another property owner's private space, such as an outdoor parking lot.

It is strongly recommended that applications for large outdoor events be filed more than 20 days in advance of the event.

### FILING APPLICATIONS

File applications with ABRA in person by the defined deadline noted above:

- 2000 14th Street, NW, Suite 400 South, Washington DC 20009
- Office Hours: 8:30 a.m.-3:30 p.m., Monday-Friday



## **GENERAL APPLICANT REQUIREMENTS**

- Only current alcoholic beverage license holders can apply for a one-day substantial change permit.
- 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 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 Board reserves the right to require the attendance of additional approved ABC managers. Attach a copy of the approved ABC Manager’s License.

## **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.
- Application forms must be notarized where applicable.

## **SPECIAL EVENTS**

Special events—including those that involve a street closure—require a Special Event License from DCRA, prior to the approval of the event. A special event is considered to be a parade, walk, run, bike ride, procession, festival, block party, or any activity utilizing 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, but not including parks.

## **DELIVERY OF ALCOHOLIC BEVERAGES**

All applicants must confirm with the chosen District retailer(s)/wholesaler(s) that the alcoholic beverages can be delivered on the date(s) of the event. If the retailer(s)/wholesaler(s) is unable to deliver the alcoholic beverages on the date(s) of the event, submit a written request to the Board for an earlier delivery date.

The request must be submitted to ABRA at least seven days prior to the initial date of the event and indicate:

- Alcoholic beverage delivery date—within 48 hours of the starting time of the date of the event—being requested;
- Reason that alcoholic beverage delivery is unavailable on the date(s) of the event; and
- How the alcoholic beverages will be stored in a secure location prior to the date(s) of the event.

Requests received by ABRA less than seven days prior to the initial date of the event will not be accepted.

## **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. Alcoholic beverages can only be dispensed in paper or plastic cups at outdoor events on public space.

## **OFFICE LOCATIONS**

- Alcoholic Beverage Regulation Administration: 2000 14th Street, NW, Suite 400 South, Washington, DC 20009
- District Department of Transportation: 55 M Street, SE, Washington, DC 20003
- Department of Consumer Regulatory Affairs: 1100 4th Street, SW, Washington, DC 20024
- Office of Tax and Revenue: 1101 4th Street, SW, Suite 270 West, Washington, DC 20024
- Metropolitan Police Department: 300 Indiana Avenue, NW, Washington, DC 20001

# ONE-DAY SUBSTANTIAL CHANGE APPLICATION



**OFFICIAL USE ONLY**

|                                       |                   |                       |                    |              |                     |  |  |
|---------------------------------------|-------------------|-----------------------|--------------------|--------------|---------------------|--|--|
| <b>License Number:</b>                |                   | <b>Date Accepted:</b> |                    |              | <b>Accepted by:</b> |  |  |
| <b>Fees Paid: \$</b>                  | <b>From:</b>      | <b>To:</b>            | <b>Issue Date:</b> | <b>From:</b> | <b>To:</b>          |  |  |
| <b>Date Approved by Board:</b><br>/ / | <b>Initial: →</b> |                       |                    |              |                     |  |  |
| <b>Date Denied by Board:</b><br>/ /   | <b>Initial: →</b> |                       |                    |              |                     |  |  |

**TO BE COMPLETED BY APPLICANT**

|  |  |  |
|--|--|--|
| <b>1. Licensee's Name as it appears on the ABC License (Corporation, LLC, etc.)</b>  |  | <b>2. License Number:</b>                                    |
| <b>3. Address as it appears on the ABC License:</b>  |  | <b>4. Email Address:</b>                                     |
| <b>5. Business Telephone Number:</b>   |  | <b>6. Cell Phone Number:</b>                                 |
| <b>7. Date(s) of Event:</b>  | <b>8. Hours of Event:</b>  | <b>9. Hours of Sales and Service of Alcoholic Beverages:</b> |
| <b>10. Describe in detail the change that you are seeking, including areas of use and event location:</b>  |  |  |
| <b>11. Do you have a Settlement Agreement?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please attach a copy.</i>   |  |  |
| <b>12. What is the age group that will be attending the event?</b>   |  |  |
| <b>13. Is a Special Event License (as defined in the instructions) needed?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, please obtain a DCRA approval signature below.)</i>  |  |  |
| Special Event Coordinator Signature: _____   |  | Date: _____  |
| <b>14. How many persons are you expecting to attend?</b>   | <b>15. How will patrons pay to participate?</b><br><input type="checkbox"/> Tickets <input type="checkbox"/> Cash Bar <input type="checkbox"/> At the door, indicate price \$ _____ <input type="checkbox"/> No Cost |  |
| <b>16. How many security individuals will be hired for the event, if any?</b>  | <b>17. What is the name of the security company, if any?</b>   |  |
| <b>18. Describe the nature of the event and the type of entertainment that will be provided?</b>   |  |  |
| <b>19. What type of food do you plan to serve?</b>   |  |  |
| <b>20. Will your food be catered?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, what is the name of the caterer.</i>   |  |  |
| <b>21. What arrangements have been made for parking, if any?</b>   |  |  |
| <b>22. Certification:</b> 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: _____   |  |  |
| Print Name: _____  |  | Signature: _____   |
| Subscribed and sworn to before me _____ on this _____ day of _____, 20____. My commission expires: _____   |  |  |
| <b>23. In what language do you need vital documents translated?</b>  |  |  |

NOTICE: The District of Columbia will provide the appropriate services and auxiliary aids, including sign language interpreters, whenever necessary to ensure effective communication with members of the public who are deaf, hearing impaired or who have other disabilities affecting communications. Requests for services and auxiliary aids should be made at least ten days prior to any scheduled hearing. Please notify the ADA Coordinator at (202) 442-4423. In order to report fraud, waste, and abuse in the District of Columbia government, call 1-800-521-1638.