



## **TEMPORARY LICENSE APPLICATION INSTRUCTIONS**

Individuals that want to temporarily sell and serve alcoholic beverages at an event such as a wedding, banquet, picnic, bazaar, fair, or fundraiser in the District would need to obtain a temporary license from the Alcoholic Beverage Regulation Administration (ABRA) to do so. Temporary licenses are issued for up to four consecutive days. Applications are subject to the review and approval of the Alcoholic Beverage Control Board (Board).

There are two classes of temporary licenses:

- Class F: Permits the sale and service of beer and wine; and
- Class G: 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). Fees are as follows for each license type:

- Class F: \$130 per day; and
- Class G: \$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 a 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**

- 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.

## **OCCUPANCY**

Applicants of both indoor and outdoor events are required to submit a:

- Letter from the true and actual owner or designated agent of the premises where the event is to be held that includes:
  - Authorization for the sale and/or consumption of alcoholic beverages;
  - Time(s), date(s), and location of the event;
  - Name of the authorized individual responsible for the event; and
  - Class of license being applied.

Applicants of indoor events are also required to submit a copy of the:

- Certificate of Occupancy from the Department of Consumer and Regulatory Affairs (DCRA); and
- Public Hall License from DCRA, if one has been issued for the premises (includes all events held at warehouses).

## **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.

## **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.

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.



## **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.

## **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/>.

## **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

# TEMPORARY LICENSE APPLICATION



## OFFICIAL USE ONLY

License Number:		Date Accepted:		Accepted by:	
Fees Paid: \$	From:	To:	Issue Date:	From:	To:
Ward/ANC:		Class F <input type="checkbox"/>	Class G <input type="checkbox"/>	(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. Organization Sponsoring Event:		10. Address of Premises:	
11. Date(s) of Event:		12. Portion of Premises to Be Used:	
13. Hours of Event:		14. Hours of Sales and Service of Alcoholic Beverages:	
15. Have you ever: a. Received or applied for an alcoholic beverage license in the District 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? (If yes, attach a copy of the court disposition(s).) <input type="checkbox"/> Yes <input type="checkbox"/> No			
16. If you answered yes to question 15, please submit a detailed explanation.			
17. Who will manage the event? <input type="checkbox"/> Applicant <input type="checkbox"/> Designee (If designee, an ABC Manager's License is required.)			
18. What is the age group that will be attending the event?			
19. Is a Special Event License (as defined in the instructions) needed? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please obtain a DCRA approval signature below.)			
Special Event Coordinator Signature: _____		Date: _____	
20. How many persons are you expecting to attend?			
21. How will patrons pay to participate? <input type="checkbox"/> Tickets <input type="checkbox"/> Cash Bar <input type="checkbox"/> At the door, indicate price \$ _____ <input type="checkbox"/> No Cost			
22. How many security individuals will be hired for the event?		23. What is the name of the security company, if any?	

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.

24. Describe the nature of the event and the type of entertainment that will be provided?
25. What type of food do you plan to serve?
26. Will your food be catered? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, what is the name of the caterer?)
27. What arrangements have you made for parking, if any?
28. List the District of Columbia Retailer/Wholesaler from whom you plan to purchase the alcoholic beverages:
<p><b>29. CERTIFICATION/AFFIDAVIT</b></p> <p>I, _____, being duly sworn, depose and affirm that I am the individual who executed the foregoing application for an alcoholic beverage license. This license authorizes me to sell alcoholic beverages, in open containers for consumption on the premises, on a temporary basis.</p> <p>Print Name: _____ Signature: _____</p> <p>Subscribed and sworn to before me _____ on this _____ day of _____, 20____. My commission expires: _____</p>
30. In what language do you need vital documents translated?



FOR OFFICIAL USE  
ONLY

OFFICE OF TAX &  
REVENUE (OTR)

SIGNATURE

DATE

## 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

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.