

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 and Cannabis Administration (ABCA) 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

Payments can be made in the form of a cashier's check, certified check, business check, attorney's check, personal check or money order. A check or money order must be payable to the D.C. Treasurer. Payment may also be made by Visa, MasterCard, Discover or American Express.

- 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

Applications may be emailed as a PDF, mailed, submitted in-person, or placed in the secure drop box directly outside the office lobby.

Email | ABCA.tempevents@dc.gov or Mail, and Walk-In | 899 North Capitol Street, NE, Suite 4200-B, Washington DC 20002

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 ABCA.
- 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

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 ABCA 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 ABCA less than seven days prior to the initial date of the event will not be accepted.

CLEAN HANDS CERTIFICATION

Applicants must include a Clean Hands Certificate with their application verifying that they do not owe more than \$100 in outstanding fines to the District Government. Clean Hand Certificates are issued by the District's Office of Tax and Revenue through mytax.dc.gov. ABCA does not offer a self-certification option nor verify statuses.

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"/>	
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 disposicion(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?	

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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>29. CERTIFICATION/AFFIDAVIT</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>
30. In what language do you need vital documents translated?