

FARMER'S MARKET LICENSE APPLICATION INSTRUCTIONS

OVERVIEW

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 and Cannabis Administration (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 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 and Cannabis Administration (ABCA) 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.

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.

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/>. Certificates, issued by the District's Office of Tax and Revenue, must be dated no earlier than 30-days prior to the application submission date. Certificates may be obtained at mytax.dc.gov. Direct questions to cleanhands.cert@dc.gov.

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;
 - 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: 899 North Capitol Street, NE, Suite 4200-B, Washington, DC 20002
- 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: _____
30. What language do you need vital documents translated:

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