

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



MANUFACTURER'S ENDORSEMENT/PERMIT APPLICATION INSTRUCTIONS

Alcohol manufacturers in the District of Columbia can apply to the Alcoholic Beverage Regulation Administration (ABRA) for several types of permits and endorsements that allow the manufacturer to expand their operations.

A new law allows manufacturers to expand operating, permit and endorsement hours to 8 a.m.-midnight, Monday-Sunday (seven nights a week). It also allows manufacturers to apply for entertainment endorsements.

A manufacturer that has already been issued a permit/endorsement and that wants to operate during the new hours of 8 a.m.-midnight, Monday-Sunday (seven nights a week) would need to apply for a change of hours by completing the form below. The form below may also be completed to apply for a manufacturer permit or endorsement.

The following permits and endorsements are available to manufacturers.

ON-SITE SALES AND CONSUMPTION PERMIT

The permit allows a portion of the licensed premises to be used to sell, serve and allow customers to consume products manufactured by the facility during the hours of 8 a.m.-midnight, Monday-Sunday (seven days a week).

TASTING PERMIT

A tasting permit is required to provide samples of products to customers at no cost. A tasting permit allows a portion of the licensed premises to be used for the sampling of products during the hours of 8 a.m.-midnight, Monday-Sunday (seven days a week). If a manufacturer has an on-site sales and consumption permit, the manufacturer is still required to obtain a tasting permit to provide product samples at no cost.

SIDEWALK CAFÉ/SUMMER GARDEN ENDORSEMENTS

A sidewalk café or summer garden endorsement may be applied for if the manufacturer also holds an on-site sales and consumption permit. The endorsements allow the sale, service and consumption of alcoholic beverages on outdoor space. A sidewalk café endorsement would be issued for outdoor public space. A summer garden endorsement would be issued for outdoor private space. A manufacturer is permitted to conduct business on a sidewalk café or summer garden from 8 a.m.-midnight, Monday-Sunday (seven days a week).

ENTERTAINMENT ENDORSEMENT

An entertainment endorsement may be applied for if the manufacturer also holds an on-site sales and consumption permit. Entertainment endorsements permit a manufacturer to provide entertainment, charge a cover, or offer facilities for dancing. A manufacturer could apply for one, two or all three types of entertainment endorsements. Entertainment may be provided during the hours of 8 a.m.-midnight, Monday-Sunday (seven days a week).

ENDORSEMENT/PERMIT FEES

Fees are as following:

- Annual fee for an on-site sales and consumption permit is \$1,000.
- Annual fee for a tasting permit is \$130.
- Annual fee for a sidewalk café or summer garden endorsement is \$75.
- Annual fee for an entertainment endorsement is 20 percent of the cost of the annual licensing fee.

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.



MANUFACTURER'S ENDORSEMENT/PERMIT APPLICATION

(FOR OFFICAL USE)		
License Number: _____ New ___ Amended	Fees Paid: \$ _____	Date Accepted: _____
License Period: From _____ To _____	Fees Paid From: _____ To: _____	Date Issued: _____
Board Approved Date: _____		Hearing Date: _____
Board Member's Initials: _____		Date Accepted: _____
(FOR APPLICANT USE)		
1. Name of Applicant (Last Name, First Name, Middle Initial):	2. Entity Name and Trade Name:	
3. Business Address:		
4. Mailing Address (if different from business address):		
5. Business Telephone Number: ()	7. Email Address:	
6. Fax Number: ()		
8. Type of Manufacturer's License Issued: <input type="checkbox"/> Class A <input type="checkbox"/> Class B		
9. Are you applying for a new permit or endorsement? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, mark all that apply below.)		
<input type="checkbox"/> On-site Sales and Consumption Permit <input type="checkbox"/> Tasting Permit <input type="checkbox"/> Sidewalk Café <input type="checkbox"/> Summer Garden <input type="checkbox"/> Entertainment <input type="checkbox"/> Dancing <input type="checkbox"/> Cover Charge		
10. If you selected Entertainment in number 9, describe the nature of the entertainment to be offered:		
11. Are you applying to change the approved hours of operation on your alcoholic beverage license? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, complete the appropriate fields on the next page.)		
12. Are you applying to change the hours for an already issued permit or endorsement? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, mark all that apply below and complete all appropriate fields on the next page.)		
<input type="checkbox"/> On-site Sales and Consumption Permit <input type="checkbox"/> Tasting Permit <input type="checkbox"/> Sidewalk Café <input type="checkbox"/> Summer Garden <input type="checkbox"/> Entertainment <input type="checkbox"/> Dancing <input type="checkbox"/> Cover Charge		
13. List below your approved hours of operation.		
Days	Approved Establishment Hours of Operation (Note that the hours for any permits and endorsements may not exceed operating hours.)	
Sunday	From _____ To _____	
Monday	From _____ To _____	
Tuesday	From _____ To _____	
Wednesday	From _____ To _____	
Thursday	From _____ To _____	
Friday	From _____ To _____	
Saturday	From _____ To _____	
14. If you selected Cover Charge in number 9 and have a Certificate of Occupancy over 400 persons, please provide the following:		
1) Copy of Public Hall Certificate of Occupancy from the Zoning Administrator; and 2) Copy of Entertainment Endorsement for a Public Hall from the Department of Consumer and Regulatory Affairs.		

Continue form on the next page.



MANUFACTURER'S ENDORSEMENT/PERMIT APPLICATION

15. NEW PERMIT/ENDORSEMENT HOURS REQUEST: Provide the hours below for any new permits and endorsements that you are applying. Please note that requested hours for any permits or endorsements must not exceed your approved operating hours. If you need to request a change in operating hours, please use the appropriate field(s) below.

Days	Requested Hours On-Site Sales and Consumption	Requested Hours for Tasting Permit	Requested Hours Sidewalk Café/Summer Garden	Requested Hours Entertainment Endorsement
Sunday	From _____ To _____	From _____ To _____	From _____ To _____	From _____ To _____
Monday	From _____ To _____	From _____ To _____	From _____ To _____	From _____ To _____
Tuesday	From _____ To _____	From _____ To _____	From _____ To _____	From _____ To _____
Wednesday	From _____ To _____	From _____ To _____	From _____ To _____	From _____ To _____
Thursday	From _____ To _____	From _____ To _____	From _____ To _____	From _____ To _____
Friday	From _____ To _____	From _____ To _____	From _____ To _____	From _____ To _____
Saturday	From _____ To _____	From _____ To _____	From _____ To _____	From _____ To _____

16. CHANGE OF HOURS REQUEST FOR EXISTING PERMITS/ENDORSEMENTS: Provide the approved and requested hours below for any requested changes to operating, permit and endorsement hours.

Days	Approved Operating Hours	Requested Operating Hours	Approved Hours On-Site Sales and Consumption	Requested Hours On-Site Sales and Consumption
Sunday	From _____ To _____	From _____ To _____	From _____ To _____	From _____ To _____
Monday	From _____ To _____	From _____ To _____	From _____ To _____	From _____ To _____
Tuesday	From _____ To _____	From _____ To _____	From _____ To _____	From _____ To _____
Wednesday	From _____ To _____	From _____ To _____	From _____ To _____	From _____ To _____
Thursday	From _____ To _____	From _____ To _____	From _____ To _____	From _____ To _____
Friday	From _____ To _____	From _____ To _____	From _____ To _____	From _____ To _____
Saturday	From _____ To _____	From _____ To _____	From _____ To _____	From _____ To _____

Days	Approved Hours Tasting Permit	Requested Hours Tasting Permit	Approved Hours Summer Garden	Requested Hours Summer Garden
Sunday	From _____ To _____	From _____ To _____	From _____ To _____	From _____ To _____
Monday	From _____ To _____	From _____ To _____	From _____ To _____	From _____ To _____
Tuesday	From _____ To _____	From _____ To _____	From _____ To _____	From _____ To _____
Wednesday	From _____ To _____	From _____ To _____	From _____ To _____	From _____ To _____
Thursday	From _____ To _____	From _____ To _____	From _____ To _____	From _____ To _____
Friday	From _____ To _____	From _____ To _____	From _____ To _____	From _____ To _____
Saturday	From _____ To _____	From _____ To _____	From _____ To _____	From _____ To _____

Days	Approved Hours Sidewalk Café	Requested Hours Sidewalk Café		
Sunday	From _____ To _____	From _____ To _____		
Monday	From _____ To _____	From _____ To _____		
Tuesday	From _____ To _____	From _____ To _____		
Wednesday	From _____ To _____	From _____ To _____		
Thursday	From _____ To _____	From _____ To _____		
Friday	From _____ To _____	From _____ To _____		
Saturday	From _____ To _____	From _____ To _____		

17. If you are applying for a Summer Garden or Sidewalk Café, please indicate the number of seats below.
Summer Garden Seat Number: _____ **Sidewalk Café Seat Number:** _____

18. If you need these vital documents translated, please provide the requested language: _____

19. Certification: 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: _____



MANUFACTURER'S ENDORSEMENT/PERMIT APPLICATION