



PUB CRAWL LICENSE APPLICATION

A pub crawl organizer or promoter is required to apply to the Alcoholic Beverage Control Board (Board) to hold a pub crawl in the District if it includes 200 or more people. Pub crawls held in the District are defined as any event where an organized group of establishments within walking distance participate in the promotion of an event that features the sale or service of alcoholic beverages during a specified time period.

In order to hold a pub crawl in the District, a promoter or organizer is required to:

1. Hold a pub crawl license, which covers all pub crawl events held by the licensed promoter or organizer for the calendar year in which it is issued.
2. Submit a Pub Crawl Event Form along with the required operational, security and litter removal plans to the Alcoholic Beverage and Cannabis Administration (ABCA), the Metropolitan Police Department (MPD), and the District of Columbia Fire and Emergency Medical Services (DCFEMS) for each pub crawl event to be held in the District. A Litter Removal Plan also needs to be submitted for approval to the Department of Public Works.
3. Obtain approval from the Board for each pub crawl event to be held in the District under the pub crawl license.

APPLICATION INTRUCTIONS

A pub crawl organizer or promoter must complete the following:

At least **60 days** prior to an initial pub crawl event, complete and submit a Pub Crawl License Application along with a Police Clearance and Clean Hands Certificate to ABCA.

- **Police Clearance:** All applicants must obtain a Police Clearance from MPD. An applicant must also submit a Police Clearance from the local jurisdiction in which the applicant resides if the residence is outside of the District. MPD is located at: 300 Indiana Avenue, NW, Washington, DC 20001
- **Clean Hands Certificate:** All applicants must obtain a Clean Hands Certificate from the Office of Tax and Revenue. The form is provided below and is also available online at <https://ocfocleanhands.dc.gov/cch/>.

Pub crawl organizers and promoters are required by 23 DCMR § 712.

RETURNING FORMS

The pub crawl license application may be submitted to ABCA either by email, mail or in person:

- Email ABCA.tempevents@dc.gov
- 899 North Capitol Street, NE, Suite 4200-B, Washington DC 20002

FEES

The application fee for a Pub Crawl License is \$500. A pub crawl license is only valid for the calendar year that it is issued.

QUESTIONS

Please direct questions to ABCA.tempevents@dc.gov or calling (202) 442-4423.



PUB CRAWL LICENSE APPLICATION

OFFICIAL USE ONLY

License Number:		Date Accepted:			Accepted by:		
Fee Paid: \$	From:	To:	Issue Date:	From:	To:		
Date Approved by Board: / /	Initial: →						
Date Denied by Board: / /	Initial: →						

TO BE COMPLETED BY APPLICANT/PROMOTER

1. Applicant (Last Name, First Name, Middle Initial)/Entity/Organization:		
2. Trade Name:		
3. Business Address:		
4. Mailing Address (if different from business address):		
5. Business Telephone Number:		6. Email:
7. Type of Applicant: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other (LLP or LP)		
8. List the name(s) of the sole proprietor and all partners below:		
9. List names(s) and title(s) of all corporate officers, LLC managing members, and general partners that have ownership interest:		Number of Shares
10. Year(s) in which Previous Pub Crawls Held:		11. Did any pub crawl event result in disciplinary action from ABCA or any other District agency? <input type="checkbox"/> Yes <input type="checkbox"/> No
Print Name: _____ Signature: _____ Date: _____		
Subscribed and sworn to before me _____ on this ____ day of _____, 20__ . My commission expires on _____ . (Notary Signature)		
Print Name: _____ Signature: _____ Date: _____		
Subscribed and sworn to before me _____ on this ____ day of _____, 20__ . My commission expires on _____ . (Notary Signature)		

*Every individual pub crawl event needs to be approved by the Alcoholic Beverage Control Board and requires the submission of a pub crawl event form and all other required documentation 60 days prior to the event.

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.