



## PUB CRAWL EVENT FORM INSTRUCTIONS

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 all of the required documentation to the agencies listed below for each pub crawl event to be held in the District.
3. Obtain approval from the Board for each pub crawl event to be held in the District under the Pub Crawl License.

### PUB CRAWL EVENT FORM REQUIREMENTS

A pub crawl organizer or promoter that has a Pub Crawl License issued by the Board must submit the following for approval in order to hold a pub crawl event in the District.

1. At least **60 days prior** to any pub crawl event, provide ABCA, the Metropolitan Police Department (MPD) and District Fire and Emergency Medical Services (FEMS) with a completed Pub Crawl Event Form—provided below—and attach the:
  - Operational plan and security plan that include at minimum:
    - Name(s) and number(s) of security personnel contracted for the event;
    - Plans for controlling underage drinking; and
    - Method to be used for checking participants' identifications.
  - Location(s) of the designated registration area(s).
  - Plans for litter prevention, control, and removal that meets all of the requirements and includes:
    - Proof of signed contracts between the organizer/promoter and litter removal vendors; and
    - A set timeframe for litter removal that is no later than 12 hours from the conclusion of the event.
2. File a litter removal plan—guidelines provided below—with the District Department of Public Works (DPW), which is subject to DPW approval.

### RETURNING FORMS

The pub crawl event form, copy of the litter removal plan and all other required documents may be submitted to ABCA in person or by email:

- Email [abc@dc.gov](mailto:abc@dc.gov)
- 899 North Capitol Street, NE, Suite 4200-B, Washington DC 20002

Documents may be provided to all other applicable agencies at the following contacts:

- MPD: [sod.events@dc.gov](mailto:sod.events@dc.gov)
- DPW: [PubCrawlPlan.DPW@dc.gov](mailto:PubCrawlPlan.DPW@dc.gov)
- DCFEMS: [Andre.Edwards@dc.gov](mailto:Andre.Edwards@dc.gov) and [Derek.Hopkins@dc.gov](mailto:Derek.Hopkins@dc.gov)

### PROHIBITED DATES

Pub crawls are not permitted to be held in the District on July 4, October 31, and December 31.

### QUESTIONS

Promoters and organizers that have questions can contact ABCA by emailing [abc@dc.gov](mailto:abc@dc.gov) or calling (202) 442-4423.



## PUB CRAWL EVENT FORM

### 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. Trade/Organization Name:		2. License Number:	
3. Business Address:		4. Telephone Number:	
5. Name of Pub Crawl Event:		6. Email:	
7. Date of Pub Crawl:	8. Hours of Pub Crawl:		9. Number of Participants: Expected: _____ Maximum: _____
10. Geographic Area of Pub Crawl Event (attach map of event area):			
11. List Licensed Establishments Participating in the Pub Crawl Below (attach sheet listing additional establishments if needed.)			

Trade Name	License Number	Address	Address of Designated Registration Areas

12. Date MPD Notified: _____	Date DCFEMS Notified: _____
Date DPW Notified: _____	RDO Secured: <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 _____
Signature _____		Notary Public

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.



## **PUB CRAWL LITTER PLAN**

Pub crawl promoters/organizers are required to submit a litter plan for each pub crawl event they intend to host in the District of Columbia.

Pub crawl applicants must complete the following steps:

1. Submit a litter plan to ABCA and the Department of Public Works (DPW) at least 60 days prior to a pub crawl event taking place;
2. Ensure written approval of the litter plan is received from DPW within 10 days of filing the litter removal plan;
3. Submit to ABCA and DPW a signed litter plan contract with the waste management company as well as proof of payment to the waste management company within 72 hours after the pub crawl event.

### **EXAMPLE**

If a promoter/organizer intends to host a pub crawl on October 1, 2016, the applicant must submit the litter removal plan to ABCA and DPW by August 2, 2016. The DPW-approved litter plan is due by August 12, 2016. The signed litter removal plan contract and proof of payment is due to ABCA and DPW by October 4, 2016.

At a minimum, a promoter/organizer's litter plan must:

1. Provide detailed information concerning the general area to be cleaned. The plan shall specify that the waste management company will clean the sidewalks of both sides of the street on each block of which a participating establishment is located. The plan will also specify that the sidewalks of both sides of the street on all blocks lying between any pair of participating establishments will be cleaned (i.e., if two participating establishments are two full blocks apart, the two blocks lying between the establishment must be cleaned). The plan shall specify that the portion of the street immediately adjacent to the curb on both sides of each street will be cleaned.
2. Provide for the removal of litter from tree boxes and planters within the vicinity of the establishments participating in the pub crawl.
3. Specify what litter will be collected and/or removed. Ordinarily, litter shall include paper products, cans, bottles, food, food packaging and containers, product packaging; and broken glass. Litter shall not include, but is not limited to, hazardous waste products, dead animals, construction debris, debris from illegal dumping, or chewing gum adhering to the pavement or sidewalk.
4. Include the cleaning of human waste (e.g., vomit and urine).
5. Specify the time in which cleanup will begin and end.
6. Include a map of the general area to be cleaned, highlighting the blocks to be cleaned.