

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



HOLIDAY EXTENSION OF HOURS NOTIFICATION FORM FOR CALENDAR YEAR 2014

OFFICIAL USE ONLY		
Date Accepted:	Accepted By:	Public Safety Plan: <input type="checkbox"/> Yes <input type="checkbox"/> No
TO BE COMPLETED BY APPLICANT		
1. Licensee's Name as it appears on the ABC License:		2. License Number:
3. Address as it appears on the ABC License:		
4. Business Telephone Number:	5. Cell Phone Number:	6. Email Address:
7. I hereby seek permission to sell and serve alcoholic beverages until 4:00 a.m. and/or operate 24 hours a day on those District or federal holidays in Calendar Year 2014 that occur 30 or more days from the date my notification form and public safety plan are submitted to ABRA. <input type="checkbox"/> Yes <input type="checkbox"/> No		
8. Do you have a Settlement Agreement? <input type="checkbox"/> Yes (If yes, please attach) <input type="checkbox"/> No		

HOLIDAY EXTENSION OF HOURS FREQUENTLY ASKED QUESTIONS

Question 1. What does the notification process for the Holiday extension of hours allow?

Answer: It allows the holder of an on-premise retailer's license to sell and serve alcoholic beverages until 4 a.m. and/or operate 24 hours a day on those District or federal holidays in Calendar Year 2014 that occur 30 or more days from the date that a notification form and public safety plan are submitted to ABRA.

Question 2. Is there a fee?

Answer: No. There is no fee to apply.

Question 3. When is the deadline to submit written notification and a public safety plan for the first affected holiday (New Year's Day)?

Answer: The deadline to submit written notification and a public safety plan for New Year's Day is Friday, November 29, 2013. Licensees that complete the notification process by the November 29 deadline will receive a letter confirming that the notification requirements have been met by Thursday, December 26, 2013.

Question 4. Who is eligible to submit written notification?

Answer: On-premise retailer's licensees are eligible to submit written notification for the Holiday extension of hours only if (1) the licensee does not have a voluntary agreement, or (2) the voluntary agreement does not contain any restrictions on closing hours.

Question 5. What is required to be included in my public safety plan?

Answer: Your public safety plan should include at a minimum: (1) a statement on the type of security training provided for, and completed by, establishment personnel, including (a) conflict resolution training, (b) procedures for handling violent incidents, other emergencies, and calling MPD; and (c) procedures for crowd control and preventing overcrowding; (2) the establishment's procedures for permitting patrons to enter; (3) how security personnel are stationed inside and in front of the establishment and the number and locations of cameras used by the establishment; (4) procedures in place to prevent patrons from becoming intoxicated and ensuring that only persons 21 years or older are served alcohol; and (5) how the establishment maintains an incident log. A security plan on file with ABRA may be resubmitted to fulfill this requirement.

Question 6. May licensees fax in their Holiday Extension of Hours notification form and public safety plan?

Answer: No. Notification Forms and public safety plans need to be submitted in-person at ABRA, 2000 14th Street, NW, Suite 400S, Washington, D.C. 20009, Monday through Friday, between the hours of 8:30 a.m. and 4:00 p.m.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
ALCOHOLIC BEVERAGE REGULATION ADMINISTRATION



PUBLIC SAFETY PLAN INFORMATION FORM

OFFICIAL USE ONLY

Date Accepted:	Accepted By:
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TO BE COMPLETED BY LICENSEE

1. Licensee's Name as it appears on the ABC License:		2. License Number:
3. Address as it appears on the ABC License:		
4. Business Telephone Number:	5. Cell Phone Number:	6. Email Address:
7. Please list the names, phone numbers, and e-mails for those individuals designated by the licensee to respond to any public safety issues that arise during the Holiday Extension of Hours period. 1. 2. 3.		
8. Will the establishment have security cameras in operation during the extended hours? <input type="checkbox"/> Yes <input type="checkbox"/> No		
9. If you answered yes to Question 8, please indicate below the number and location of cameras used by the establishment (a diagram may be submitted in response to this question) and the length of time that video recordings will be kept.		
10. Will you have security? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many security personnel will be present for the extended hours? ____		
11. If you answered yes to Question 10, please indicate below the type of security training that security personnel have received.		
11. Will the establishment maintain an incident log? <input type="checkbox"/> Yes <input type="checkbox"/> No		
12. What are the establishment's procedures for ensuring that intoxicated persons and minors are not served alcoholic beverages?		