

Friends Meeting of Washington Policy for Events Serving Alcohol

Friends Meeting of Washington (FMW) allows certain celebratory events (such as weddings, memorial services, receptions, fundraisers, and other gatherings) to serve alcohol. These events may be booked at the discretion of FMW's Event and Rental Manager and must be approved by our office in advance. In addition to FMW's standard event rental guidelines (see separate document), the following conditions and requirements apply to an event with alcohol:

- Only beer, wine, and champagne may be served. No hard alcohol or spirits are allowed.
- Alcohol may only be served in selected parts of the campus and is not permitted at any time during or following any other type of event or in non-authorized campus locations. No alcohol is allowed in the Meeting Room and red wine is prohibited in the Quaker House Living Room.
- Alcohol must be served by a licensed bartender.
- The Event Organizer (the individual making arrangements with FMW for rental of event space) and/or the caterer of the event must obtain a portable caterer's license or a one-day liquor license, as required by law, with exact times and locations of alcohol service. A photocopy of this license must be provided for FMW's files no later than 4pm on the last business day prior to the event or alcohol serving and consumption will be prohibited. More information on obtaining this license from the District of Columbia government is included within this document. **An ABRA Manager's License by itself is not acceptable as a liquor license.**
- The Event Organizer / caterer must obtain a liability license listing FMW as insured party. In the sole discretion of FMW, each vendor must provide FMW with a certificate of insurance evidencing that it has in force bodily injury and premise property damage liability insurance coverage for the Event in the amount of not less than \$1,000,000 combined single limit, naming Friends Meeting of Washington as an additional insured under the policy for the duration of the event. Set-up for the event cannot begin, and the event will be canceled, if FMW has requested, but has not received, a certificate of insurance that meets the above criteria within the time specified in the request.
- FMW will require a damage / contingency deposit of up to \$1,000, in advance. The exact amount of the damage / contingency deposit will be determined by FMW's Event and Rental Manager and will depend on the size, length, and nature of the event.

- The Event Organizer must follow all applicable laws regarding the serving of alcoholic beverages as well as the District of Columbia’s noise ordinance. Alcohol may not be served to anyone already inebriated or who is under the age of 21.
- The Event Organizer must provide a signed advance schedule of all deliveries and event times. Alcohol may only be delivered on the day of the event and must be removed from the premises at the end of the event (no overnight storage allowed).
- The Event Organizer must provide the name of the bartender / caterer as well as the name of the point of contact who will be in charge the day of the event (if different than the Event Organizer). These names must be provided to FMW’s Event and Rental Manager no later than 4pm on the last business day prior to the event. These two individuals must be available to FMW’s on site Event Host(s) staffing the event upon request throughout the entire duration of the event (including setup and cleanup). The Event Host will work primarily with those individuals as points of contact to resolve any issues that occur (such as excessive alcohol consumption or noise).
- FMW Event Hosts may walk through the event to ensure there are no issues and may measure noise levels. They are empowered to evict anyone or terminate events in case of violations.
- FMW will provide a post-event checklist that the Event Organizer or the individual in charge on the day of the event must sign and return following cleanup in order to recover their damage / contingency deposit. Once cleanup begins, the group may consume no additional alcohol. As with any other event, FMW reserves the right to reduce the amount of the deposit returned to account for damage as well as continuation of the event or cleanup beyond the scheduled end time.

Please note that, in keeping with our values, FMW will set aside a portion of the event rental fee to assist organizations that aim to mitigate the deleterious effects of alcohol abuse in our society. This support may include financial contributions to such organizations and/or subsidized room rental fees on the FMW campus for events and meetings.

FMW expects all attendees who choose to drink to do so responsibly.

By signing below, I have read and agree to follow the above policy.

Event Organizer Signature: _____

Date: _____

Organization (if applicable): _____

Friends Meeting of Washington

Obtaining a one-day alcohol license

Your caterer / bartender may be able to provide a liquor license valid for your event. If not, you or your caterer / bartender must apply for a temporary alcohol license from the District of Columbia.

- You will need:

- Letter of permission (from FMW)
- Letter of occupancy certificate
- Floor plans
- Completed notarized application
- Metropolitan Police Department clearance (see below)

First, please send an email to eventspace@quakersdc.org letting FMW's Event and Rental Manager know you are applying for a District of Columbia **F class** (beer and wine only) temporary alcohol license so we can email you a letter of permission. **Hard liquor and spirits are not permitted at FMW.**

Once you have the letter of permission, fill out the application and have it notarized.

Website for application form-

<http://abra.dc.gov/publication/temporary-license-application>

You will need to get **Metropolitan Police Department clearance** from 300 Indiana Ave. NW (this can take a day or two to obtain, so plan accordingly). *If the person applying is not a DC resident, you'll need to get clearance from your local jurisdiction as well.*

When you have all of the above you can apply at **ABRA, 2000 14th Street, NW, Suite 400 South, Washington, DC 20009.**

Applicants who have questions about temporary licenses can contact the District of Columbia's Alcoholic Beverage Regulation Administration's (ABRA) Licensing Division by calling (202) 442-4423, visiting their website at <http://abra.dc.gov>, or emailing abc@dc.gov. FMW is only able to answer basic questions about the process.

A photocopy of the license must be provided for FMW's files no later than 4pm on the last business day prior to the event or alcohol serving and consumption will be prohibited.