

OBTAINING A LIQUOR LICENSE

If you are serving alcohol at your event, either you or your caterer must provide us with a liquor license. Please discuss with your caterer if their license will suffice or if you will need to obtain your own one-day license (this is frequently the case if you are buying the alcohol yourself and they are serving it). A liquor license usually runs about \$300 – depending on the type of alcohol you are serving.

In order to obtain your own license, you should first contact the local Alcoholic Beverage Regulation Administration to ascertain what type of license you will need and to understand the steps/costs involved. Please note that they do NOT accept any applications by mail or email – they must be handled in person.

ABRA
2000 14th Street, NW, S400
Washington, DC 20009
Phone: (202) 442-4423
Fax: (202) 442-9563
Alternate Number: Hotline: (202) 329-6347 (7 pm - 3 am)
Email: abra@dc.gov

They will need you to bring in a letter from us on our letterhead. We just ask you to draft and email us the letter and we'll gladly put it on letterhead and email back to you. A sample letter is below:

Alcoholic Beverage Regulation Administration
2000 14th Street, NW, S400
Washington, DC 20009

To Whom It May Concern:

I hereby grant permission to _____ for use of St. Francis Hall, 1340 Quincy Street, Northeast, Washington, D.C., on _____ for a wedding reception between the hours of _____. Permission is granted for a Class _____ license to serve _____. A copy of our certificate of occupancy is attached.

Sincerely,

Cara Berger
St. Francis Hall
The Franciscan Monastery