



# PLAN TO MANAGE SPECIAL EVENTS

When the expected attendance per day in the area where alcohol will be sold or consumed is 501 or more, any applicant for a Temporary Sales License (TSL-NP and TSL-FP), Special Event Winery (SEW), Special Event Grower (SEG), Special Event Brewery-Public House (SEBPH), Special Event Brewery (SEB), Special Event Distillery (SED), or a Temporary Use of an Annual License (TUAL) event must complete this form (unless exempted from this requirement by the OLCC) and submit it with the application to the OLCC.

Other applicants (those expecting 500 or fewer attendees per day in the licensed area) may choose to use this form. In some cases, even if the expected daily attendance is 500 or fewer, the OLCC may require this form.

Examples of times when the OLCC may require more detailed information, even if the expected daily attendance in the area where alcohol will be sold or consumed is 500 or fewer, include a licensed area projecting an emphasis on alcohol consumption, projecting an emphasis on entertainment, or proposing to allow minors and alcohol together in the same area.

Please note that for some licensed areas, in order to convince the OLCC that you will adequately manage the licensed area, the OLCC may require more details in addition to your completed PLAN TO MANAGE SPECIAL EVENTS form or any other information you submitted regarding how you will control the licensed area.

If there will be more than one of the above licensees making alcohol available in the same area(s) of the same event, all licensees may agree to submit and follow one plan.

1. Applicant Name:

2. Email:

3. Event Name:

4. Date(s) of event:

5. Start/end hours of alcohol service:  am  pm to  am  pm

6. Event Street Address

7. City:

8. County:

9. Zip:

10. Will minors be allowed at the event?  Yes  No

11. If yes, will minors and alcohol be allowed together in the same area?  Yes  No

12. Will any portion of the licensed premises be prohibited to minor patrons?  Yes  No

If **yes**, describe your plan to prevent minor patrons from gaining access to the prohibited area:

13. Expected total attendance per day in the area(s) where alcohol will be sold or consumed)?

14. List name(s) and contact phone(s) of **alcohol manager(s)** on-duty and in the licensed area:

15. Describe the primary activities within the licensed area:

16. Do you estimate that 30 percent or more of the people attending the event will be between 15-20 years of age?  
 Yes  No

17. Do you estimate the number of patrons in the licensed area will be about the same during the entire time that alcohol is sold or consumed?  Yes  No  
If no, what are the estimated times that a greater number of patrons will attend?

18. At any one time, what is the average range of the number of staff (such as managers, servers, security, alcohol monitors, ID checkers, etc.) on-duty, at the event, and whose job includes monitoring patron behavior?

19. Will **Alcohol Monitors** work in the licensed area?  Yes  No  
*(An Alcohol Monitor is a person in addition to alcohol servers and security staff who monitors the sale, service, and consumption of alcoholic beverages to help ensure that unlawful sales, service, and consumption of alcoholic beverages do not occur.)*

20. If yes to #19, list the minimum number of **Alcohol Monitors** you estimate will work during the estimated times when a greater number of patrons will attend and the estimated times when a regular number of patrons will attend:

\_\_\_\_\_ Minimum number during estimated times of greater patron attendance

\_\_\_\_\_ Minimum number during estimated times of regular patron attendance

21. If yes to #19, describe how **Alcohol Monitors** will be readily identifiable as such to patrons:

22. Will all **Alcohol Monitors** be required to have a service permit?  Yes  No

23. If no to #22, those **Alcohol Monitors** without a service permit must be uncompensated volunteers who are directly supervised in the licensed area by an individual who has successfully completed an Alcohol Server Education course within the last five years. Please list the name(s) of the supervisor(s) and their server education completion date(s):

24. Is the applicant a nonprofit or charitable organization with an Oregon Registry Number issued by the Oregon Secretary of State's office?  Yes  No

If yes, list **Oregon Registry Number** (OLCC does not accept a federal registry number or an EIN number):

24a. If yes to #24, will the applicant use servers who don't hold a service permit?  Yes  No

25b. If yes to 24a, describe the plan to train these people in at least the following: recognizing minors; properly checking identification; and how to recognize and respond appropriately to visibly intoxicated persons:

26. Will servers, security, or ID checkers wear clothing or other designation which readily identifies them as such to patrons?  Yes  No

If yes, please describe:

27. Describe for alcoholic beverages meant for consumption in the licensed area:

	Size of Container (in which the Alcohol will be Served)	Maximum Amount of Alcohol in the Container
Malt Beverages		
Wine		
Cider		
Distilled Spirits		

28. Describe how containers used to serve alcoholic beverages for consumption in the licensed area will be of a different color and type when compared to containers used to serve nonalcoholic beverages:

29. What is the maximum number of containers of alcoholic beverages meant for consumption in the licensed area that a patron may possess at any one time?

30. Describe the level of lighting the licensed area will have to ensure the proper monitoring of patrons:

- A level of lighting sufficient to read common newspaper print; or
- A level of lighting that will be (please describe):

31. If other methods for adequately managing the licensed area will be used, describe them here (or submit a separate written, dated, and signed plan):

32. Applicant Name (please print):

33. Applicant Signature:

34. Date