OREGON LIQUOR CONTROL COMMISSION

SPECIAL EVENT BREWERY-PUBLIC HOUSE APPLICATION

This license allows an Oregon Brewery-Public House Licensee to sell wine, cider, and malt beverages for drinking on the special event licensed premises or in sealed containers for taking off of the special event licensed premises.

Process Time: OLCC needs your completed application to us in sufficient time to approve it. Sufficient time is typically 1 to 3 weeks before the first event date listed in #8 below (some events may need extra processing time).

License Fee: $10 per license day or any part of a license day. Make payment by check or money order, payable to OLCC. A license day is from 7:00 am to 2:30 am on the succeeding calendar day.

License Days: In #8 below, you can apply for a maximum of 5 license days per application form.

1. Licensee Name (please print): _____

2. Trade Name of Business: _____ **3.** Fax: _____

4. Address of **Annual** Business: _____ **5.** City/ZIP: _____

6. Contact Person: _____ **7.** Contact Phone: _____

8. Date(s) of event: _____ **9.** Start/End hours of alcohol service: _____ to _____

LICENSED AREA BOUNDARIES: ORS 471.159 prohibits the OLCC from licensing an area that does not have defined boundaries. OLCC may require the licensed area to be enclosed and may require you to submit a drawing showing the licensed area and how the boundaries of the licensed area will be identified.

10. Address of **Special Event** Licensed Area: _____ _____
(Street) (City)

11. Identify the licensed area (for example: entire premises; a room within the premises; an area in a park; etc.):

12. List the primary activities within the licensed area (like: dinner; auction; beer festival; wine festival; food fair; art show; music; patron dancing; sports event; etc.). If entertainment will be offered in the areas where alcohol will be sold or consumed, please describe the entertainment, the times it will be offered, and list the targeted age of attendees:

13. Will minors and alcohol be allowed together in the same area? ☐ Yes ☐ No

14. What is the expected attendance per day in the licensed area (where alcohol will be sold or consumed)? _____

PLAN TO MANAGE THE SPECIAL EVENT LICENSED AREA: If your answer to #14 is 501 or more, in addition to your answers to questions 15, 16, and 17, you will need to complete the *OLCC's Plan to Manage Special Events form* (available on www.oregon.gov/OLCC), unless the OLCC exempts you from this requirement.

15. Describe your plan to prevent problems and violations.

16. Describe your plan to prevent minors from gaining access to alcoholic beverages and from gaining access to any portion of the licensed premises prohibited to minors.

17. Describe your plan to manage alcohol consumption by adults.

MANAGER AND SERVICE PERMITS: You must name a manager or managers who will be at the special event.

18. List name(s) of on-site manager(s): _____ **19.** Contact Phone: _____

20. Service permit number of manager(s): _____

LIQUOR LIABILITY INSURANCE: If the licensed area is open to the public and expected attendance is 301 or more per day in the licensed area, you must have at least $300,000 of liquor liability insurance coverage as required by ORS 471.168.

21. Insurance Company: _____ **22.** Policy #: _____ **23.** Expiration Date: _____

FOOD SERVICE: You must provide at all times and in all areas where alcohol service is available at least two different substantial food items (see the attached sheet for an explanation of this requirement).

24. Name at least two different substantial food items that you will provide:

① _____ ② _____

25. Licensee Name (please print): _____

26. LICENSEE SIGNATURE: _____ **27.** Date: _____

GOVERNMENT RECOMMENDATION: Once you've completed this form to this point, you must obtain a recommendation from the local city or county named in #28 below **before** submitting this application to the OLCC.

28. Name the city if the event address is within a city's limits or name the county if the event address is outside the city's limits: _____

CITY OR COUNTY USE ONLY

The city/county named in #28 above recommends:

☐ Grant ☐ Acknowledge ☐ Deny (attach written explanation of deny recommendation)

City/County Signature: _____ Date: _____

FORM TO OLCC: This license is valid only when signed by an OLCC representative. Submit this form to the OLCC office regulating the county in which your special event will happen.

OLCC USE ONLY

Fee Paid: _____ Date: _____ Receipt #: _____

License is: ☐ Approved ☐ Denied

Restrictions:

OLCC Signature: _____ Date: _____

FOOD REQUIREMENTS FOR A SPECIAL EVENT BREWERY-PUBLIC HOUSE

WHAT AMOUNT OF FOOD MUST I PROVIDE?

- **Two *different* food items:** You must provide at all times and in all areas where alcohol service is available at least two different substantial food items.

WHAT IS A *SUBSTANTIAL* FOOD ITEM?

This is a food item that is typically served as a main course or entrée. Some examples are fish, steak, chicken, pasta, pizza, and sandwiches. Side dishes, appetizer items, dessert items, and snack items such as popcorn, peanuts, chips and crackers do not qualify as substantial food items.

WHAT DOES *DIFFERENT* MEAN?

Different means substantial food items that the OLCC determines differ in their primary ingredients or method of preparation. For example, a turkey sandwich differs from a salami sandwich, a beef burger differs from a turkey burger, and fried chicken differs from baked chicken. Different sizes of the same item are not considered different.

IS THERE AN EXCEPTION TO PROVIDING THE TWO DIFFERENT SUBSTANTIAL FOOD ITEMS?

The OLCC must determine that the clearly dominant emphasis is food service at all times in the area where alcohol service is available in order for you to provide only one substantial food item. The OLCC will work with you to make this determination prior to approving your application.

WHAT DOES IT MEAN TO PROVIDE FOOD SERVICE *AT ALL TIMES AND IN ALL AREAS WHERE ALCOHOL SERVICE IS AVAILABLE*?

Patrons must be able to obtain food service inside the special event licensed area. You may use either of the following two methods to provide food service:

- Within all areas where alcohol service is available, have the minimum required food items available for patrons at all times; or
- Within all areas where alcohol service is available, have a menu of the minimum required food items (plus any other items you may choose to include) available for patrons at all times and be able to provide the food items in the area if a patron chooses to order food. The food items could be kept at a location other than the area where the alcohol is served; however, you must be able to provide the food items to the patron in the area where alcohol service is available.

IS PROVIDING TASTINGS OF ALCOHOL CONSIDERED PROVIDING ALCOHOL SERVICE?

Yes, providing tastings of alcohol is considered providing alcohol service; therefore, the food requirements must be met.

CAN I USE FOOD PROVIDED BY A CONTRACTOR OR CONTRACTORS TO MEET THE FOOD REQUIREMENT?

Yes, the food service may be provided by someone other than you; however, even if food service is provided by a contractor, you are fully responsible for compliance with the food requirements. You may sell or serve alcohol only when food service that meets the requirement is provided to patrons at all times and in all areas where alcohol service is available.

WHO CAN THE CONTRACT FOR THE FOOD SERVICE BE WITH?

The contract can be between:

- You (the OLCC licensee) and the food service contractor; or
- The organizer of the event and the food service contractor.

DOES THE FOOD SERVICE CONTRACT NEED TO BE IN WRITING?

No, the food service contract does not need to be in writing; however, you may sell or serve alcohol only when food service that meets the requirement is provided to patrons at all times and in all areas where alcohol service is available.