OREGON LIQUOR CONTROL COMMISSION

SPECIAL EVENT DISTILLERY APPLICATION

This license allows an Oregon Distillery Licensee to provide tastings of distilled liquor on a special event licensed premises. The distilled liquor must have been manufactured by the Distillery Licensee and be approved for sale in Oregon.

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: _____

TRADE VISITORS: "Trade visitor" means a person whose job includes the purchase, or recommended purchase, of distilled spirits by a licensee of the Commission or distributors and others in the commercial distribution chain; or a person representing an agency of mass communication, such as television, radio, newspaper, magazine, and internet.

24. If I allow tastings by trade visitors at this event I will distinguish trade visitors from members of the general public by (check those that apply):

- ☐ Providing tastings for trade visitors in separate areas or at separate times from tastings for the general public;
- ☐ Using distinctive glassware for trade visitors;
- ☐ Using badges or name tags;
- ☐ Other (please describe):_____
- ☐ I will not allow tastings by trade visitors.

I understand and agree to follow the requirement that a tasting provided to member of the general public shall be no more than one-half fluid ounce of distilled liquor in a single container. The container may also contain nonalcoholic beverages; however, the total amount of liquid in the container may be no more than two ounces. I will not provide more than two and one-half ounces of distilled liquor per member of the general public per license day.

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: _____

1-800-452-OLCC (6522)
www.oregon.gov/OLCC