



OREGON LIQUOR CONTROL COMMISSION

SPECIAL EVENT WINERY (SEW) OR GROWER APPLICATION (SEG)

Allows the sale of wine or cider for drinking on the special event premises or in sealed containers for off the premises.

- SEE INSTRUCTIONS ON BACK OF FORM
- OLCC may refuse to process your application if received less than 10 days before your event
- Make payment by check or money order, payable to OLCC
- Please print or type

THIS APPLICATION IS FOR: SPECIAL EVENT WINERY (\$10/day) SPECIAL EVENT GROWER (\$10/day)

1. Annual Licensee: _____ Contact Phone(s): _____

2. Mailing Address: _____ E-mail: _____

3. City: _____ State: _____ Zip Code: _____ Fax: _____

4. Name of on-site manager(s): _____

5. Manager's Service Permit # or Server Education Date: _____

6. **EVENT ADDRESS** : _____ City/County: _____

7a. Date(s) of event: _____ 7b. Start/End hours of alcohol service: _____

8a. Type of event: _____ 8b. Type of entertainment: _____

9a. Type of food served: _____ 9b. Start/End hours of food service: _____

10a. Expected attendance per day: _____ 10b. Will minors attend? _____

11. Control plan for managing minor patrons and adult alcohol consumption: _____

12. Boundaries of special event licensed area: _____

13. If this event is open to the public and expected attendance is 301 or more individuals per day, I certify that I have obtained at least \$300,000 of liquor liability insurance coverage for this event as required by ORS 471.168.

Insurance company: _____ Policy # _____ Expiration Date: _____

ANNUAL LICENSEE SIGNATURE: _____ **Date:** _____

14. You must take this application to the local city or county government for a recommendation **before** submitting it to the OLCC.

- Grant Acknowledge Deny (attach letter indicating grounds for denial)

Event location is: Within Outside City Limits Agency: _____

Agency Signature: _____ Date: _____

15. This authority is valid only when signed by an OLCC representative.

Fee paid \$: _____ Date: _____ Receipt #: _____

Restrictions: _____

LICENSE IS: DENIED APPROVED by: _____ Date: _____

SEW/SEG INSTRUCTIONS

You can help us to promptly process your application. Have you filled out your application completely and accurately and included any necessary attachments?

Please submit your application to the OLCC in plenty of time prior to your special event. Even routine applications may require at least ten business days to process. You will limit our ability to approve your application if you submit it only a few days before your special event.

If you are approved for a liquor license at a location that is different from your regular license, **you are responsible** for the alcohol management and compliance with liquor laws in that area. This is true even if you are at an event hosted by another organization. If there are other special licenses approved for that area, you and the other licensees will share responsibility for compliance with liquor laws.

USE THE LIST BELOW TO HELP YOU COMPLETE THIS APPLICATION

(1) APPLICANT - The Winery or Growers Sales Privilege Licensee should be listed as the applicant.

(4) ON-SITE MANAGER - You must name a manager who will be at the special event. If the manager is the owner and the owner's individual name (not a legal entity) is listed as the licensee, the owner **must** have passed an Alcohol Server Education class within the past five years. A manager who is not the licensee **must** have either a service permit or a completed service permit application.

(7a & 7b) Are the dates and hours of alcohol service at the event clearly shown?

(8a) TYPE OF EVENT - Is the type of event listed? Be specific (eg. dinner, auction, dance, fund-raiser, an event at a park).

(8b) TYPE OF ENTERTAINMENT - Is the type of entertainment listed? Be specific (eg. dancing, live music, DJ, none).

(9a & 9b) TYPE OF FOOD / HOURS OF FOOD SERVICE - **Food service must be available during the entire time that alcohol will be served. This is a requirement of OAR 845-006-0465.** Are the type and hours of food service clearly shown? Examples of type are steak, fish, chicken, sandwiches or steamed vegetables. Generic terms such as dinner, buffet and appetizers do not qualify as defined in OAR 845-006-0465. OAR 845-006-0465 requires you or your contract food service provider to make available a minimum of two different substantial snack food or appetizer items in sufficient quantity to provide at least one serving for each person at the event during the entire time that alcohol will be served. Substantial snack food or appetizer means food such hot dogs, sausages, chicken strips, sandwiches, pizza, fruit, vegetables, and soup. Chips, crackers, nuts, and popcorn are examples of snack food that is not substantial. Cheese and crackers are substantial only if served together and served along with another food item.

(10a) EXPECTED ATTENDANCE - If the daily attendance at the event is expected to be 2,000 or more people (this is for the entire event, not just your area) you will have additional requirements (OAR 845-006-0430).

(11) CONTROL PLAN - You must submit a control plan. Does your control plan address: Not serving visibly intoxicated people? Checking ID for anyone appearing to be under age 26? Monitoring alcoholic beverages to ensure they are not being shared with minors? Wine garden (if applicable)? Include how you will monitor the confined area. How you will make sure that open containers of alcohol do not leave the licensed premises? (You may be asked to submit a written plan on a separate piece of paper.)

(12) EVENT BOUNDARIES - Are the boundaries of your event, and the area you want licensed, clearly defined? Include an 8 ½" x 11" diagram showing the event site and the licensed premises.

(13) SIGNATURE - Did you complete the liquor liability insurance information and sign the application?

(14) LOCAL GOVERNMENT REVIEW - Have you had your application signed by the local government (usually police or sheriff) office?

(15) FEE - Make payment by check or money order, payable to OLCC.

RETURN THIS FORM to the OLCC office regulating the county in which your special event will happen. **Portland (main office)** regulates Clackamas, Columbia, Hood River, Multnomah, Washington. **Warrenton** regulates Clatsop, Tillamook. **Salem** regulates Linn, Marion, Polk, Yamhill. **Eugene** regulates Benton, Douglas, Lane, Lincoln. **Medford** regulates Coos, Curry, Jackson, Josephine, Klamath, Lake. **Bend** regulates Baker, Crook, Deschutes, Gilliam, Grant, Harney, Jefferson, Malheur, Morrow, Sherman, Umatilla, Union, Wallowa, Wasco, Wheeler. For addresses or questions, call 1-800-452-6522, or go to www.olcc.state.or.us.