



The First Taste of the year –
Oregon Art, Brew, Food, Spirits and Wine!
January 23 & 24, 2015

OLCC Forms (Brew)

Thanks for participating in First Taste Oregon!

Attached is a copy of the Event Management Plan for your reference.

Also attached is the Special Event License appropriate to your type with the required event information completed. Please let us know if you need a different application.

DO NOT SEND TO OLCC. Please complete the red areas of the form, enclose a check made PAYABLE TO OLCC, but **mail it to us at the address below.** BY JANUARY 2nd

We have to process your application as part of the event management plan.

THANKS! Questions? Jill 541-979-0919



SPECIAL EVENT BREWERY-PUBLIC HOUSE APPLICATION

This license allows an Oregon Brewery-Public House Licensee to sell wine, cider, and malt beverages for drinking within the special event licensed area, in sealed containers for taking out of the special event licensed area, and malt beverages, wine, or cider in a securely covered container (i.e. growlers) for taking out of the special event licensed area.

- **Process Time:** OLCC needs your completed application to us in sufficient time to approve it. Sufficient time is typically **one to three weeks before the first event date** listed in #9 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. **SEND TO FIRST TASTE FOR PROCESSING**
- **License Days:** In #9 below, you may apply for a maximum of **five** license days per application form.

1. Licensee Name (please print): _____ 2. E-Mail: _____

3. Trade Name of Business: _____ 4. Fax: _____

5. Address of **Annual** Business: _____ 6. City/ZIP: _____

7. Contact Person: _____ 8. Contact Phone: _____

9. Date(s) of event (no more than **five** days): **January 23 & 24th 2015**

10. Start/End hours of alcohol service: 4 p.m. / Noon AM PM to 10:00 AM PM

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.

11. Address of Special Event Licensed Area: **2330 17th Street, NE / Columbia Hall** **Salem**
(Street) (City)

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

13. 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.).

Art, Commercial Shopping, culinary and food, vending, brews, wine, distilled spirits, music and local talent. Entertainment run of the schedule as part of the ambiance. Target age of attendees is adults.

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

15. What is the expected attendance per day in the licensed area (where alcohol will be sold or consumed)? **1500**

PLAN TO MANAGE THE SPECIAL EVENT LICENSED AREA: If your answer to #15 is 501 or more, **in addition to** your answers to questions 16, 17 and 18 you will need to complete the form [OLCC's Plan to Manage Special Events](#), unless the OLCC exempts you from this requirement. **(COMPLETED BY FIRST TASTE)**

16. Describe your plan to prevent problems and violations
By signing this application I agree to abide by the Event Management Plan for First Taste Oregon.

17. 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.
By signing this application I agree to abide by the Event Management Plan for First Taste Oregon.

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

By signing this application I agree to abide by the Event Management Plan for First Taste Oregon.

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

19. List person(s) on duty and in the licensed area managing alcohol service:

20. List the service permit # of each person managing alcohol service:

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 3 – 5 Event Concessions -- BBO ② 3 – 5 Event Concessions -- Hearty Sandwiches

GOVERNMENT RECOMMENDATION: Once you've completed this form to this point, you must obtain a recommendation from the local city or county named in #25 below **before** submitting this application to the OLCC

(FIRST TASTE WILL DO THIS)

25. Name the city if the event address is within a city's limits, or the county if the event address is outside the city's limits:

SALEM

I affirm that I am authorized to sign this application on behalf of the applicant.

26. Licensee Name (please print): _____

27. LICENSEE SIGNATURE: _____ 28. Date: _____

<p>CITY OR COUNTY USE ONLY</p> <p>The city/county named in #25 above recommends:</p> <p><input type="checkbox"/> Grant <input type="checkbox"/> Acknowledge <input type="checkbox"/> Deny (attach written explanation of deny recommendation)</p> <p>City/County Signature: _____ Date: _____</p>
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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.

<p>OLCC USE ONLY</p> <p>Fee Paid: _____ Date: _____ Receipt #: _____</p> <p>License is: <input type="checkbox"/> Approved <input type="checkbox"/> Denied</p> <p>Restrictions:</p> <p>OLCC Signature: _____ Date: _____</p>
