



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

OLCC Forms Distillery

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



OREGON LIQUOR CONTROL COMMISSION
SPECIAL EVENT DISTILLERY APPLICATION

This license allows an Oregon Distillery licensee to provide tastes and sell distilled liquor for drinking on the special event licensed premises, and if a Distillery Retail Outlet Agent, sell factory-sealed containers of distilled liquor for taking off of the special event licensed premises. The sale of factory-sealed containers is allowed only from 7:00 AM to 10:00 PM. The distilled liquor must have been manufactured by the Distillery licensee and purchased from the OLCC.

- **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 #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. **(First Taste will Process)**
- **License Days:** In #9 below, you may apply for a maximum of **five (5)** 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: _____

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

9. Date(s) of event (no more than **five** days): January 23 & 24, 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; distilled spirits tastings; 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 you sell factory-sealed containers of distilled liquor? Yes No If yes, list your outlet number : _____

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

16. 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 #16 is 501 or more, in addition to your answers to questions 17, 18, and 19, you will need to complete the OLCC form [Plan to Manage Special Events](#), unless the OLCC exempts you from this requirement. **(COMPLETED BY FIRST TASTE)**

17. 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

18. 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

19. 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.

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

21. 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 (ORS 471.168).

22. Insurance Company: _____ **23. Policy #:** _____ **24. Expiration Date:** _____

FOOD SERVICE: See *Food Requirements* (Page 2) for an explanation of this requirement.

25. Will you provide distilled liquor by the drink?: Yes No

26. If yes to #25, name at least **three (3)** different substantial food items that you or a food service contractor will provide:

1) **3 – 5 Event Concessions** 2) **3 – 5 Event Concessions** 3) **3 – 5 Event Concessions (All hearty full offerings)**

TRADE VISITORS: See *Summary of Privileges* (Page 1)

27. Will you provide tastings to trade visitors at this event? Yes No If yes, 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): _____

GOVERNMENT RECOMMENDATION: You must obtain a recommendation from the local city or county named in #28 below **before** submitting this application to the OLCC. **(FIRST TASTE WILL DO THIS)**

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: SALEM

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

29. Licensee Name (please print): _____

30. LICENSEE SIGNATURE: _____ **31. Date:** _____

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: _____