



# SPECIAL EVENT WINERY (SEW) APPLICATION

**ELIGIBILITY:** Only an **Oregon Winery (WY) Licensee** may apply for this license.

### SEW LICENSE PRIVILEGES

- Sell wine, cider, and malt beverages by the drink for consumption within the special event licensed area (provided you meet the food requirements).
- Sell manufacturer-sealed containers of wine, cider, and malt beverages meant for drinking off of the special event licensed area.
- Sell malt beverages, wine, or cider in a securely covered container (i.e. growlers) meant for drinking off of the special event licensed area. The container may hold no more than two gallons.
- Deliver wine, malt beverages, and cider to a resident of Oregon. Any deliveries must occur on approved license days and must follow OAR 845-006-0392 and 845-006-0396.

- **Process Time:** OLCC needs your completed application in sufficient time to approve it. Sufficient time is typically 2 to 4 weeks before the first event date listed in #10 below (some events may need extra processing time). OLCC may refuse to process your application if it is not submitted in sufficient time for the OLCC to investigate it.
- **OLCC 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 #10 below, you may apply for a maximum of **five** license days per application form.

1. Licensee Name:	
2. Email:	
3. Trade Name of Business:	4. Fax:
5. Address of <u>Annual</u> Business	6. City:
7. Contact Person:	8. Contact Phone:
9. Event Name:	
10. Date(s) of event (no more than five days):	
11. Start/end hours of alcohol service:	<input type="checkbox"/> am <input type="checkbox"/> pm to <input type="checkbox"/> am <input type="checkbox"/> pm
12. Address of Special Event:	City Zip
13. Is the event outdoors? <input type="checkbox"/> Yes <input type="checkbox"/> No	
13a. If no, in what area(s) of the building is the event located?	
13b. If yes, submit a drawing showing the licensed area and how the boundaries of the licensed area will be identified.	
14. Describe the primary activities within the licensed area:	
15. Will minors be allowed at the event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
16. 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 #16 is 501 or more, in addition to your answers to questions 17, 18, 19, and 20, you will need to complete the OLCC's Plan to Manage Special Events form, unless the OLCC exempts you from this requirement.

17. Describe your plan to prevent problems and violations:

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:

19. Describe your plan to manage alcohol consumption by adults:

20. List name(s) and service permit number(s) of alcohol manager(s) on-duty and in the licensed area:

**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, the event must have at least \$300,000 of liquor liability insurance coverage (ORS 471.168).

21. Insurance Company:

22. Policy #: \_\_\_\_\_ 23. Expiration Date: \_\_\_\_\_

**MARIJUANA**  
24. Will marijuana (such as use, consumption, samples, give-away, sale, etc.) be allowed on the special event licensed premises or be part of the event or an adjacent event?  Yes  No

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

25. Name at least two different substantial food items that will be provided:

1. \_\_\_\_\_ 2. \_\_\_\_\_

**GOVERNMENT RECOMMENDATION**  
You must obtain a recommendation from the city or county named below before submitting this application to the OLCC.

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

**SIGNATURE**  
I affirm that the information on this application is true and accurate and that I am authorized to sign this application on behalf of the applicant.

27. Name (please print):

28. Signature: \_\_\_\_\_ 29. Date: \_\_\_\_\_

**CITY OR COUNTY USE ONLY**

The city/county named in #26 above recommends:  
 Grant  Acknowledge  Deny (attach written explanation of deny recommendation)

City/County Employee Name and Title:

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  Not Processed – Reason: \_\_\_\_\_

OLCC Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## STEPS FOR SUBMISSION

1. Fill out the application and any additional forms (if applicable) completely.
2. Submit the application to the local government identified in question #26. The local government will complete the gray box marked CITY OR COUNTY USE ONLY. They may charge a fee for this service. **You MUST complete this step prior to submitting your application to OLCC.**
3. Submit your application to the OLCC office that serves the county where your event will take place:
  - For mailed-in submissions, license fees can be paid by **check or money order** payable to OLCC.
  - **Cash payments** can be made **in person** at your regional OLCC office when you submit your application.
  - Find the appropriate OLCC office here: [OLCC offices and the counties they serve](#).

## FOOD SERVICE REQUIREMENTS

### WHAT AMOUNT OF FOOD MUST I PROVIDE?

- **TWO MEALS:** You must provide at all times and in all areas where alcohol service is available at least two *different* meals.

### WHAT CONSTITUTES A MEAL?

A meal 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 meals.

### WHAT DOES “DIFFERENT” MEAN?

*Different* means meals 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 MEALS?

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

### MAY 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 MAY 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.