



OREGON LIQUOR CONTROL COMMISSION

SPECIAL EVENT WINERY APPLICATION

WINERY WITH A TTB PRODUCER AND BLENDER PERMIT

- May sell malt beverages, wine, and cider for consumption on the special event licensed premises or in manufacturer-sealed containers for consumption off of the special event licensed premises
- May sell malt beverages, wine, and cider in a securely-covered container (growler)

WINERY WITH A TTB WHOLESALER BASIC PERMIT

- May sell wines or cider for consumption on or off the licensed premises, but only for wine and cider brands that are under the control of the licensee.
- May sell malt beverages for consumption on or off the licensed premises.
- May sell for consumption off the premises malt beverage in securely-covered containers (growler)
- May sell for consumption off the premises wines and cider in securely-covered containers (growler), but only for wine and cider brands that are under the control of the licensee

- **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 #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.
- **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 (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. Event Name: Albany Rotary Wine Walk

10. Date(s) of event (no more than five days): May 6th, 2016

11. Start/End hours of alcohol service: 4:00 AM PM to 8:30 AM PM

12. Address of **Special Event** Licensed Area: 1st and 2nd Ave between Washington and Lyons Albany/97321
(Street) (City/Zip)

13. Is the event outdoors? Yes No

13a. If no, in what area(s) of the building is the event located? Event will be in the businesses on 1st and 2nd street

13b. If yes, submit a drawing showing the licensed area and how the boundaries of the licensed area will be identified.

14. List the primary activities within the licensed area:
Wine Walk- wineries will be located downtown Albany and participants will visit the local businesses and wineries for tastes of wine.

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's **Plan to Manage Special Events** form, unless the OLCC exempts you from this requirement.

17. Describe your plan to prevent problems and violations.
After verifying the age of all participants, everyone over 21 will be given a hand stamp and a sanctioned wine glass for the event.
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.
Minors will be allowed in the licensed area. All tastes require a hand stamp and wine glass.
19. Describe your plan to manage alcohol consumption by adults.
All tastes require a hand stamp and wine glass and all will be required to show ID to receive any tastes. Rotarians will be monitoring the event.
20. List the 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, 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: _____
24. Name of insurance agent: _____ 25. Agent's phone number: _____

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).

26. Name at least two different substantial food items that you will provide:
 Sandwiches _____ Salads _____

GOVERNMENT RECOMMENDATION: Once you've completed this form to this point, you must obtain a recommendation from the local city or county named in #27 below before submitting this application to the OLCC.

27. 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: Albany, Oregon

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: _____

CITY OR COUNTY USE ONLY

The city/county named in #27 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

OLCC Signature: _____ Date: _____