

OLCC Requirements

Liquor License, Servers, Food Requirements

Some factors considered:

Will alcohol be sold at the event?	Liquor license required & servers must hold OLCC Service Permit
Is alcohol available (but not being sold) at the event, and the organizer is charging for or accepting donations for admission, or payment is required to attend? [Exchange]	Liquor license required & servers must hold OLCC Service Permit
Is the organizer non-profit or charitable organization registered with the Oregon Secretary of State's office with an issued Oregon Registry Number (not EIN)? [Foundation]	Eligible for Temporary Sales License – Non-profit, servers <u>may not</u> be required to hold OLCC Service Permit, food requirements
Is the organizer for-profit?	Eligible for Temporary Sales License – For-profit, servers must hold OLCC Service Permit, food requirements

From the OLCC website:

Do you need to license your Special Event?

A liquor license **is needed** at special events where:

- Alcohol will be sold.
- Alcohol is available (but not being sold), and you are charging or accepting donations of for admission, or where payment is required to attend the event.

A liquor license **is not needed** at special events where:

- You are making alcohol available, but there is no payment or purchase required, and no donations of money are accepted, for alcohol, or for entry/admission, or for any other product or service.

An example is a wedding reception where you make alcohol available, but you don't require payment or purchase and don't accept donations of money.



Special Events: Weddings



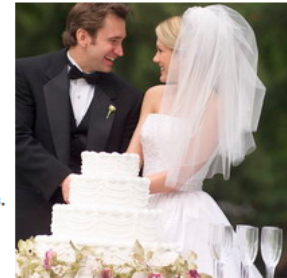
You **do not need** a liquor license if you will be serving alcohol, but are not accepting payment or donations* for it.

**Donations for the bride and groom (money tree, cash gifts, money dance) are acceptable.*

You **must have** a liquor license if you will serve alcohol to your guests who will pay or donate money for their drinks.

[Click here for information on licensing your event.](#)

If you are using a caterer, make sure that they have a liquor license if your guests will be paying for their alcoholic beverages.



Liquor Liability Insurance is not required by the OLCC for events that do not need a liquor license. **If your wedding or reception site requires Liquor Liability Insurance**, contact your personal insurance agent. There are also many companies that offer stand-alone policies. A quick internet search can provide you with options.

For licensing your special event, [please contact your local OLCC office.](#)

Here are some the Q&As between myself and OLCC:

Q: If a server is permitted through OLCC, does this mean they are insured/possess host liquor liability insurance?

A: No

Q: If a server is permitted through OLCC, does this mean they are responsible/assume the risk for serving alcohol?

A: Yes, as a server of alcohol, a Service Permit holder is responsible/assumes the risks associated with serving alcohol.

Q: Is hiring a Service Permit holder the same as having a liquor license?

A: No, hiring a Service Permit holder is not the same as having a Liquor License. An establishment (or an event, on a temporary basis) is licensed to the Liquor License holder. The license holder then hires, and often also is, a Service Permit holder. Examples are:

- Applebee's is an annual Liquor License holder. The waiter/waitress that provides the alcohol service to the Applebee's patrons is the Service Permit holder. This Service Permit holder could also provide alcohol service for any other liquor licensee.
- Craft Brew Alliance, Inc, an annual liquor licensee, obtains a temporary Special Event Brewery License to sell and server alcohol at the Widmer Brothers booth at a Farmer's Market. Those pouring the beer at the booth are Service Permit holders.
- Joe Smith has coffee shop without a liquor license, but wants to have an event at his coffee shop where he will sell alcohol. Joe Smith obtains a Temporary Sales License. As Joe Smith will not be operating as a Non Profit, his servers must have Service Permits. Joe, the licensee, may also obtain a Service Permit to sell and serve at his event.

Q: If the college rents our facilities to a business that is charging admission to their event and is serving alcohol. The college doesn't have a liquor license, nor does the business. If I require the business to hire an OLCC service permit holder to serve the alcohol, does that fulfill the requirement of having a liquor license?

A: No, the event you described requires a liquor license. And unless the event is licensed to a Non-Profit, all persons selling and serving alcohol at the event, and those supervising the sale and service of alcohol at the event, must have Service Permits. A Temporary Sales License (TSL)/Special Event License is exactly what your event space renter would need to obtain. TSL/Special Event Licenses are obtained by:

- Unlicensed parties that wish to provide alcohol at an event, such as one at your college
- An annual licensee that wishes to have greater privileges than are allowed by their annual license, on or off of their annually licensed premises
- An annual licensee that wishes to exercise their annual license privileges at a location other than their annually licensed premises

From OLCC: Because of the multitude of event scenarios and the various determining factors, OLCC prefers to assess the need for liquor licensing on a case-by-case basis. We would request that, for any client of yours who wishes to include alcohol in their event, that you put them directly in touch with us. We would need to consider the facts of each case to properly advise toward compliance.

Q: If the college refers a facility renter who wishes to serve alcohol to the OLCC, how will the college know the outcome of the renter's conversation with OLCC?

A: This would be up to the college to decide and is the prerogative of the college to determine how best to obtain information from the client. The prudent thing is to avoid a "middle-person" communication scenario as there's a lot to lose in translation, and the smallest details can make large impacts on the licensing scenario. In any case, if you wanted to follow up with us to verify information we are happy to oblige. We don't technically "review" anything until we have an application which undergoes a formal review. However we regularly advise customers on appropriate licensing, depending on facts about their planned event. In cases where a license is necessary, the client would have the approved license as proof. In case where a license is not necessary it would be up to you to take their word and verify with us if you choose.

Q: Approximately how long does the review and license issuing (if applicable) take?

A: OLCC requests complete applications 2-4 weeks ahead of events dates. Larger or more complex events may take longer to process. An application is considered complete when all fields are filled, there is local government recommendation and license day fees have been paid to OLCC.

Q: Is it likely that most event organizers would hire a catering company that has a liquor license and servers with permits, rather than try to navigate this on their own? (I think that's what I would look into if I were planning an event.)

A: This is a less clear answer. Some annual licensees have what is called "Catering Pre Approval" and in those cases, as long as certain conditions are met, they are able to cater events at different locations including alcohol service, without notifying OLCC. Because we don't get notice, I am not aware of the prevalence of this scenario. However, I can say that the conditions for Catering Pre Approval are so specific that it's fairly common that event details do not fit those conditions and so end up requiring a Temporary Sales License or Special Event License from us.

Insurance Information / Requirements

- The college does have liquor liability; there is a \$15 million limit.
- If the college contracts for alcohol service or if an organization rents our facilities and intends to serve alcohol, ideally the college should require liquor liability with limits of \$2 million per occurrence and \$3 million in the aggregate. At no time should the college accept limits below \$1 million per occurrence and \$2 million in the aggregate.