



## Special Events Distillery (SED) - Summary of Privileges

1. Permit tastings of distilled liquor manufactured by the licensee to the general public.
  - a. A tasting provided to the general public shall be no more than one-half fluid ounce of distilled liquor in a single container. The container may also contain nonalcoholic beverages; however, the total amount of liquid in the container may be no more than two ounces. A licensee may charge a member of the general public a fee for tastings.
  - b. A distillery licensee shall not provide more than two and one-half fluid ounces of distilled liquor per person per license day.
2. Permit tastings of distilled liquor manufactured by the licensee to trade visitors.
  - a. A tasting provided to a trade visitor shall be no more than one fluid ounce of distilled liquor in a single container. The container may also contain nonalcoholic beverages; however, the total amount of liquid in the container may be no more than three ounces. A licensee may not charge a trade visitor a fee for tastings.
  - b. There is no daily limit on distilled liquor tastings provided to a trade visitor.
  - c. Trade visitors must be distinguished from members of the general public. A "trade visitor" means a person whose job includes the purchase, or recommended purchase, of distilled spirits by a licensee of the Commission or distributors and others in the commercial distribution chain; or a person representing an agency of mass communication, such as television, radio, newspaper, magazine, and internet.
3. Permit sales by the drink of distilled liquor manufactured by the licensee. A "drink" contains more distilled liquor than what is allowed for a "taste" (described in # 1 and # 2 above).
4. If the licensee is a DISTILLERY RETAIL OUTLET AGENT, sell factory-sealed containers of distilled liquor manufactured by the licensee for consumption off the licensed premises of the event. The sale of factory-sealed containers is allowed only from 7:00 AM to 10:00 PM.

### OTHER IMPORTANT INFORMATION

1. **Food Service Requirements**
  - a. If you will provide only tastes and/or only sell factory-sealed containers of distilled liquor you have no food service requirements.
  - b. If you will provide distilled liquor by the drink you must meet the food service requirements (see page 2 of the Instructions).
2. **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.
3. **OLCC may refuse to process your application** if it is not complete or is not submitted in sufficient time for the OLCC to investigate. Typically, an application submitted to the OLCC one to four weeks before the event date (#10 on the application form) is sufficient time to process most applications.
4. **Managing Your Event:** Not following your written plan for managing your event may cause the OLCC to deny your future SED applications.

### DIRECTIONS FOR COMPLETING THE SED APPLICATION

1. Fill out your application form completely and accurately.
2. Get your application signed by the local government where the event will take place before you submit it to the OLCC. The local government may charge you a fee.
3. If the expected attendance at your event is 501 or more per day, please complete and attach the OLCC form [Plan to Manage Special Events](#), unless the OLCC exempts you from this requirement.
4. Submit forms to the OLCC office regulating the county in which your event will happen:
  - a. Typically, submitting them one to three weeks before the event date (#10 on the application form) is sufficient time to process most applications.
  - b. Include the \$10 per day license fee (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.
  - c. Determine the [OLCC office](#) regulating the county in which your event will happen.

# FOOD SERVICE REQUIREMENTS FOR SPECIAL EVENTS DISTILLERY (SED)

## WHEN I PROVIDE DISTILLED LIQUOR BY THE DRINK AT THE SED, WHAT AMOUNT OF FOOD MUST I PROVIDE?

- **THREE (3):** You must provide at all times and in all areas where alcohol service is available at least three different substantial food items.

## WHAT IS A SUBSTANTIAL FOOD ITEM?

This 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 substantial food items.

## WHAT DOES “DIFFERENT” MEAN?

“Different” means substantial food items 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 THREE DIFFERENT SUBSTANTIAL FOOD ITEMS?

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

## CAN 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 CAN 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.



# 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 #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 (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. Event Name: \_\_\_\_\_

10. Date(s) of event (no more than **five** days): \_\_\_\_\_

11. Start/End hours of alcohol service: \_\_\_\_\_  AM  PM to \_\_\_\_\_  AM  PM

12. Address of **Special Event** Licensed Area: \_\_\_\_\_  
(Street) (City/Zip)

13. Is the event outdoors?  Yes  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. List the primary activities within the licensed area:

15. Will you sell factory-sealed containers of distilled liquor?  Yes  No If yes, list your outlet number : \_\_\_\_\_

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

17. 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 #17 is 501 or more, **in addition** to your answers to questions 18, 19, and 20, you will need to complete the OLCC form [Plan to Manage Special Events](#), unless the OLCC exempts you from this requirement.

18. Describe your plan to prevent problems and violations.

19. 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.

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

21. 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 (ORS 471.168).

22. Insurance Company: \_\_\_\_\_ 23. Policy #: \_\_\_\_\_ 24. Expiration Date: \_\_\_\_\_

25. Name of insurance agent: \_\_\_\_\_ 26. Agent's phone number: \_\_\_\_\_

**FOOD SERVICE:** See the attached sheet for an explanation of this requirement.

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

28. If yes to #27, name at least **three (3)** different substantial food items that you or a food service contractor will provide:

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

**TRADE VISITORS (see instructions)**

29. 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 #30 below **before** submitting this application to the OLCC.

30. 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: \_\_\_\_\_

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

31. Licensee Name (please print): \_\_\_\_\_

32. LICENSEE SIGNATURE: \_\_\_\_\_ 33. Date: \_\_\_\_\_

**CITY OR COUNTY USE ONLY**

The city/county named in #30 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:** \_\_\_\_\_