



# TEMPORARY SALES LICENSES (TSL)

## ARE YOU ELIGIBLE TO APPLY FOR A TSL?

**YES**, if you are:

- A nonprofit or charitable organization registered as such with the State of Oregon; a political committee filed as such under ORS 260.039 or 260.042; a government entity within Oregon; any other person or organization that is not prohibited (see the "no" section).
- A Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House licensee of the OLCC.

**NO**, if you are:

- A person or organization who makes alcoholic beverages within Oregon or who imports or causes to be imported into Oregon an alcoholic beverage for sale or distribution in Oregon. This includes the following OLCC licensees: Brewery; CERA; CERD; Distillery; Grower Sales Privilege; Warehouse; Wholesale Malt Beverage and Wine; and Winery. This also includes wineries, breweries, distilleries, and wholesalers in other states.

## OTHER IMPORTANT INFORMATION

**TSL Application Guide** - The TSL Application Guide is available at [www.oregon.gov/olcc](http://www.oregon.gov/olcc).

**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.

**Managing Your Event** - Not following your written plan for managing your event may cause the OLCC to deny your future TSL applications.

## DIRECTIONS FOR COMPLETING APPLICATION

1. Fill out your application form completely.
2. Get your application signed by the local government where the event will take place before you submit it to your local OLCC office (the local government is either the local city if the event address is within the city's limits or the local county if the event address is outside the city's limits). See #29 on the TSL application form.
3. Include the \$50 per day license fee (\$50 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.
4. 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.
5. Submit forms to your OLCC office at least 7 days before the date(s) of an event (#10 on the application form) with 1,000 or fewer expected attendance and at least 30 days before the date(s) of an event with 1,001 or more expected attendance. Determine the [OLCC office](#) regulating the county in which your event will happen.

# FOOD REQUIREMENTS FOR A TEMPORARY SALES LICENSE (TSL)

## WHAT AMOUNT OF FOOD MUST I PROVIDE?

- **TWO:** If you **don't** provide distilled spirits at the event, you must provide at all times and in all areas where alcohol service is available at least two different substantial food items.
- **THREE:** If you provide distilled spirits at the event 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 TWO OR 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 if you are **not** providing distilled spirits or one or two different substantial food items if you are providing distilled spirits. 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.

## 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.

## 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 TSL 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.



# TEMPORARY SALES LICENSE APPLICATION

The Temporary Sales License (TSL) allows you to sell distilled spirits, malt beverages, wine, and cider for drinking within the special event licensed area, manufacturer-sealed containers of malt beverage, wine, and cider for drinking out of the special event licensed area, and malt beverages, wine, or cider in a securely covered container for taking out of the special event licensed area.

- **Process Time:** OLCC needs your completed application in sufficient time to approve it. Sufficient time is typically 1 to 4 weeks before the first event date listed in #10 below. Some events may need extra processing time.
- **License Fee:** \$50 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.

### PLEASE PRINT

1. Licensee Name (please print): \_\_\_\_\_ 2. E-Mail: \_\_\_\_\_
3. Mailing address: \_\_\_\_\_
4. City: \_\_\_\_\_ 5. State: \_\_\_\_\_ 6. Zip Code: \_\_\_\_\_ 7. Fax: \_\_\_\_\_
8. Contact Person: \_\_\_\_\_ 9. Contact Phone: \_\_\_\_\_
10. Date(s) of event (no more than **seven** days): \_\_\_\_\_
11. Start/End hours of alcohol service: \_\_\_\_\_  AM  PM to \_\_\_\_\_  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.

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

13. Identify the licensed area (for example: entire premises; a room within the premises; an area in a park; etc.):

14. List the primary activities within the licensed area (like: dinner; auction; beer festival; wine festival; food fair; art show; music; patron dancing; sports event; etc.). If entertainment will be offered in the areas where alcohol will be sold or consumed, please describe the entertainment, the times it will be offered, and list the targeted age of attendees:

15. Will minors be allowed at the event?  Yes  No

16. If yes, will minors and alcohol be allowed 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's [Plan to Manage Special Events](#) form, 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. Note: you may not sell, offer, or serve to any person an unlimited number of alcoholic beverage(s) during any set period of time for a fixed price.

**MANAGER AND SERVICE PERMITS:** You must name a manager or managers who will be at the special event. Employees and volunteers who serve alcohol, and the people who manage those servers, must have an issued service permit unless specifically exempted.

A nonprofit or charitable organization with a Registry Number issued by the Oregon Secretary of State's office (see [TSL Application Guide](#)) may use servers who don't hold a service permit. These servers must attend training provided by the applicant and read, sign, and date the OLCC provided brochure [What Every Volunteer Alcohol Server Needs to Know](#).

21. Nonprofit or Charitable Organization Oregon Registry Number (or "N/A" if not applicable): \_\_\_\_\_

22. List person(s) on duty and in the licensed area managing alcohol service: \_\_\_\_\_

23. 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 as required by ORS 471.168.

24. Insurance Company: \_\_\_\_\_ 25. Policy #: \_\_\_\_\_ 26. Expiration Date: \_\_\_\_\_

27. If you will **NOT** provide distilled spirits, name at least two different substantial food items that you will provide:

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

28. If you will provide distilled spirits, name at least three different substantial food items that you will provide:

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

**GOVERNMENT RECOMMENDATION:** Once you've completed this form to this point, you must obtain a recommendation from the local city or county named in #29 below **before** submitting this application to the OLCC.

29. 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.**

30. Applicant Name (please print): \_\_\_\_\_

31. **APPLICANT SIGNATURE:** \_\_\_\_\_ 32. Date: \_\_\_\_\_

**CITY OR COUNTY USE ONLY**

The city/county named in #29 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: \_\_\_\_\_