



# TEMPORARY SALES LICENSE – FOR PROFIT (TSL-FP)

## ELIGIBILITY FOR A TSL-FP

**YES**, if you are any person or organization who does not manufacture alcoholic beverages within Oregon and who does not import or cause to be imported into Oregon an alcoholic beverage for sale or distribution in Oregon. The following OLCC licensees are also eligible: Full On-Premises, Limited On-Premises, Off-Premises, and Brewery-Public House.

**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.

## COMMON EXAMPLES OF WHEN A PERSON OR ORGANIZATION DOES OR DOESN'T NEED AN OLCC LIQUOR LICENSE

### **A. DOES NEED**

#### **1. By the sealed container.**

- A patron provides payment directly to the person or organization and in return the person or organization provides the patron with one or more manufactured-sealed containers of malt beverages, wine, or cider meant for drinking off of the special event licensed area. NOTE: this license does not allow the selling of manufacturer-sealed containers of distilled liquor. Because the person or organization is directly accepting money and providing the alcohol the person or organization **does need** a TSL-FP liquor license.
- Wine Wall. A patron buys something (ticket, cork, etc.) from the person or organization and in return the patron is allowed to select a sealed container of malt beverage, wine, or cider (but not distilled spirits) meant for drinking off of the special event licensed area. This is not an auction or a raffle, but it is selling alcohol; and therefore, the person or organization **does need** a TSL-FP liquor license.

#### **2. By the drink for consumption at a premises that does not have an OLCC liquor license. Either:**

- A patron provides payment directly to the person or organization and in return the person or organization provides the patron with an open container of alcoholic beverage meant for consumption on the special event licensed area. The alcoholic beverage could be malt beverages, wine, cider, or distilled liquor (also known as distilled spirits, hard liquor, and hard alcohol). Because the person or organization is directly accepting money and providing the alcohol the person or organization **does need** a TSL-FP liquor license.
- A patron buys a ticket from the person or organization or the person or organization requires payment or purchase or accepts donations of money for any event (examples: food or meal event, fundraiser, entertainment function, open house) and the event comes with alcohol at no additional cost to the patron. Because the person or organization is directly accepting money and providing the alcohol, the person or organization **does need** a TSL-FP liquor license.

#### **3. By the drink for consumption at an event at a premises that does have an OLCC liquor license and the person or organization accepts payment from and serves the alcohol to the patron.**

- A patron provides payment directly to the person or organization and in return the person or organization provides the patron with an open container of alcoholic beverage meant for consumption on the special event licensed area. The alcoholic beverage could be malt beverages, wine, cider, or distilled liquor (also known as distilled spirits, hard liquor,

and hard alcohol). Because the person or organization is directly accepting money and providing the alcohol the person or organization **does need** a TSL-FP liquor license.

## **B. DOES NOT NEED**

1. By the drink for consumption at an event at a premises that does have an OLCC liquor license and all alcohol is provided and served by the OLCC liquor licensee (note that the OLCC licensee is allowed to serve only the type of alcohol allowed by the license).
  - A patron buys a ticket from the person or organization or the person or organization requires payment or purchase or accepts donations of money for any event (examples: food or meal event, fundraiser, entertainment function, open house) and the event comes with alcohol at no additional cost to the patron. Because the OLCC liquor licensee is providing and serving the alcohol the person or organization **does not need** an OLCC TSL-FP liquor license for this activity.
2. By the drink for consumption at an event at a premises that does have an OLCC liquor license and some or all of the alcohol is provided by the person or organization to the OLCC liquor licensee; however, all of the alcohol is served by the OLCC liquor licensee (note that the OLCC licensee is allowed to serve only the type of alcohol allowed by the license).
  - A patron buys a ticket from the person or organization or the person or organization requires payment or purchase or accepts donations of money for any event (examples: food or meal event, fundraiser, entertainment function, open house) and the event comes with alcohol at no additional cost to the person. Provided the person or organization directly obtains the alcohol and then provides it to the OLCC licensee, and provided the OLCC liquor licensee is serving the alcohol, the person or organization **does not need** an OLCC TSL-FP liquor license for this activity. Note that the OLCC licensee may not keep any left-over alcohol that was provided by the person or organization (the alcohol must be removed by the person or organization or discarded).

## **OTHER IMPORTANT INFORMATION**

**TSL Application Guide** - A TSL Application Guide is available on the OLCC website.

**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 that is accepted by the OLCC as complete at least two to four weeks before the event date is sufficient time to process most applications.

**Managing Your Event** - Not following your written plan for managing your event may result in liquor law violations and may cause the OLCC to deny your future TSL applications.

**Marijuana use is not allowed.** The use of marijuana (both recreational and medical) is not allowed on your special event licensed premises.

## **DIRECTIONS FOR COMPLETING THE TSL-FP APPLICATION**

1. Fill out the TSL-FP 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). The local government may charge you a fee.
3. Submit the application form and the OLCC \$50 per day license fee (\$50 per license day or any part of a license day) to the OLCC. 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 two weeks before the date(s) of an event 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.

## OLCC OFFICES

In which county will your special event happen?	Contact this OLCC office
Clackamas, Hood River, Multnomah, Washington	Portland Main Office. 503-872-5000 PO Box 22297, Milwaukie, Or 97269-2297
Crook, Deschutes, Grant, Harney, Jefferson, Wheeler	Bend. 541-388-6292 336 SW Cyber Drive, Suite 104, Bend, Or 97702
Coos, Curry	Coos Bay. 541-266-7601 PO Box 1176, Coos Bay, Or 97420
Benton, Linn	Corvallis. 541-753-0107 260 SW Madison Ave #109, Corvallis, Or 97333
Lane	Eugene. 541-686-7739 1400 Executive Parkway, Ste. 410, Eugene, Or 97401
Klamath, Lake	Klamath Falls. 541-883-5600 700 Main St #204B, Klamath Falls, Or 97601
Jackson, Josephine	Medford. 541-776-6191 855 Medford Center Drive, Medford, Or 97504
Lincoln	Newport. 541-265-4522 715 SW Fall St, Newport, Or 97365
Baker, Gilliam, Malheur, Morrow, Sherman, Umatilla, Union, Wallowa	Pendleton. 541-276-7841 750 SE Emigrant #140, Pendleton, Or 97801
Douglas	Roseburg. 541-957-2020 Douglas Co. Courthouse, 1036 SE Douglas Ave #203, Roseburg 97470
Columbia, Marion, Polk, Yamhill	Salem. 503-378-4871 200 Hawthorne Ave SE #B-210, Salem, Or 97301
Clatsop, Tillamook	Warrenton. 503-861-3912 P.O. Box 220, Warrenton, Or 97146
Wasco	Hood River. 971-336-1074 309 State Street, Hood River, Or 97031

# FOOD REQUIREMENTS FOR A TEMPORARY SALES LICENSE (TSL-FP)

## WHAT AMOUNT OF FOOD MUST I PROVIDE?

- **ONE:** The OLCC must determine that the clearly dominant emphasis is food service at all times and in all areas 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.
- **TWO:** If the clearly dominant emphasis is **not** food service and 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 the clearly dominant emphasis is **not** food service and 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.

## 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.

## 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 may be between:

- You (the TSL-FP 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 – FOR PROFIT (TSL-FP) APPLICATION

**ELIGIBILITY:** Please read the instructions to determine eligibility for a TSL-FP.

**TEMPORARY SALES LICENSE – FOR PROFIT (TSL-FP) PRIVILEGES.** The TSL-FP allows you to:

- Sell at retail distilled spirits, malt beverages, wine, and cider by the drink for consumption in the special event licensed area (provided you meet the food requirements).
- Sell at retail manufacturer-sealed containers of malt beverage, wine, and cider meant for drinking off of the special event licensed area. Note: you may not sell bottles of distilled spirits.
- Sell at retail malt beverages, wine, or cider in a securely covered container (growlers) meant for drinking off of the special event licensed area. The container may not hold more than two gallons.
- Auction (but not raffle) at retail factory-sealed containers of malt beverage, wine, and cider (but not distilled liquor) for consumption off the premises.
- Auction (but not raffle) at retail open containers of alcohol for consumption on the premises

- **Process Time:** Please read the instructions. 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 #7 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:** \$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.
- **License Days:** In #7 below, you may apply for a maximum of **seven** license days per application form.

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

15. Describe your plan to prevent problems and violations:

16. 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:

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

**ALCOHOL MANAGERS**

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

19. Insurance Company:

20. Policy #:

21. Expiration Date:

**FOOD REQUIREMENTS**

Please read the instructions to determine the food requirements.

22. Will you serve distilled spirits by the drink?  Yes  No

22a. If yes, list at least three different substantial food items that will be provided:

1.	2.	3.
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22b. If no, list at least two different substantial food items that will be provided:

1.	2.
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**MARIJUANA**

23. 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

**GOVERNMENT RECOMMENDATION**

Please read the instructions. You must obtain a recommendation from the local city or county named in #24 before submitting this application to the OLCC.

24. Name the city if the event address is within a city’s limits, or the county if the event address is outside the city’s limits:

**SIGNATURE**

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

25. Name (please print):

26. Signature:

27. Date:

**CITY OR COUNTY USE ONLY**

The city/county named in #24 recommends:

Grant     Acknowledge     Deny (attach written explanation of deny recommendation)

(Optional) City/County Contact Person:

(Optional) Phone Number or Email:

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: