

TO APPLY FOR A SIDEWALK CAFÉ REQUEST



Please return completed documents to your local OLCC office.

DATE OF REQUEST: _____ TYPE OF LICENSE: _____

NAME OF LICENSEE: _____

TRADENAME: _____

BUSINESS LOCATION: _____
(Address) (City) (Zip)

PHONE :() _____

E-MAIL: _____

Please submit the items below – ITEMS IN BOLD ARE OLCC FORMS

1. LETTER OF REQUEST
2. **OLCC FLOOR PLAN - MUST INCLUDE ENTIRE PREMISES**
3. **BUSINESS INFORMATION FORM**
4. DETAILED WRITTEN STATEMENT OUTLINING YOUR ALCOHOL CONTROL PLAN FOR THE SIDEWALK CAFÉ. THE ALCOHOL CONTROL PLAN MUST ADDRESS HOW YOU WILL MONITOR AND CONTROL PATRONS AND ALCOHOL CONSUMPTION FOR THE SIDEWALK CAFÉ AREA.
5. A 2 WEEK PUBLIC NOTICE WILL BE POSTED BY THE OLCC
6. COPY OF SIDEWALK CAFÉ PERMIT/ OR WRITTEN APPROVAL FROM YOUR LOCAL GOVERNMENT (if on public property)

*For City of Portland Sidewalk permits: YOU MUST apply with the City of Portland before submitting to the OLCC. Call the City of Portland call 503-823-7002 OPTION 5 OR email at sidewalkcafe@portlandoregon.gov or visit their web at www.portlandonline.com

DO NOT CONSIDER YOUR REQUEST APPROVED UNTIL YOU RECEIVE WRITTEN APPROVAL FROM OLCC STAFF.



OREGON LIQUOR CONTROL COMMISSION
BUSINESS INFORMATION

Please Print or Type

Applicant Name: _____ Phone: _____

Trade Name (dba): _____

Business Location Address: _____

City: _____ ZIP Code: _____

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday _____ to _____
Monday _____ to _____
Tuesday _____ to _____
Wednesday _____ to _____
Thursday _____ to _____
Friday _____ to _____
Saturday _____ to _____

Outdoor Area Hours:

Sunday _____ to _____
Monday _____ to _____
Tuesday _____ to _____
Wednesday _____ to _____
Thursday _____ to _____
Friday _____ to _____
Saturday _____ to _____

The outdoor area is used for:

- Food service Hours: _____ to _____
Alcohol service Hours: _____ to _____
Enclosed, how _____

The exterior area is adequately viewed and/or supervised by Service Permittees.

(Investigator's Initials)

Seasonal Variations: [] Yes [] No If yes, explain: _____

ENTERTAINMENT

Check all that apply:

- Live Music, Recorded Music, DJ Music, Dancing, Nude Entertainers, Karaoke, Coin-operated Games, Video Lottery Machines, Social Gaming, Pool Tables, Other: _____

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday _____ to _____
Monday _____ to _____
Tuesday _____ to _____
Wednesday _____ to _____
Thursday _____ to _____
Friday _____ to _____
Saturday _____ to _____

SEATING COUNT

Restaurant: _____ Outdoor: _____
Lounge: _____ Other (explain): _____
Banquet: _____ Total Seating: _____

OLCC USE ONLY

Investigator Verified Seating: ____ (Y) ____ (N)
Investigator Initials: _____
Date: _____

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: _____ Date: _____



OREGON LIQUOR CONTROL COMMISSION FLOOR PLAN

- **Your floor plan must be submitted on this form.**
- Use a separate Floor Plan Form for each level or floor of the building.
- The floor plan(s) must show the specific areas of your premises (e.g. dining area, bar, lounge, dance floor, video lottery room, kitchen, restrooms, outside patio and sidewalk cafe areas.)
- Include all tables and chairs (see example on back of this form). Include dimensions for each table if you are applying for a Full On-Premises Sales license.

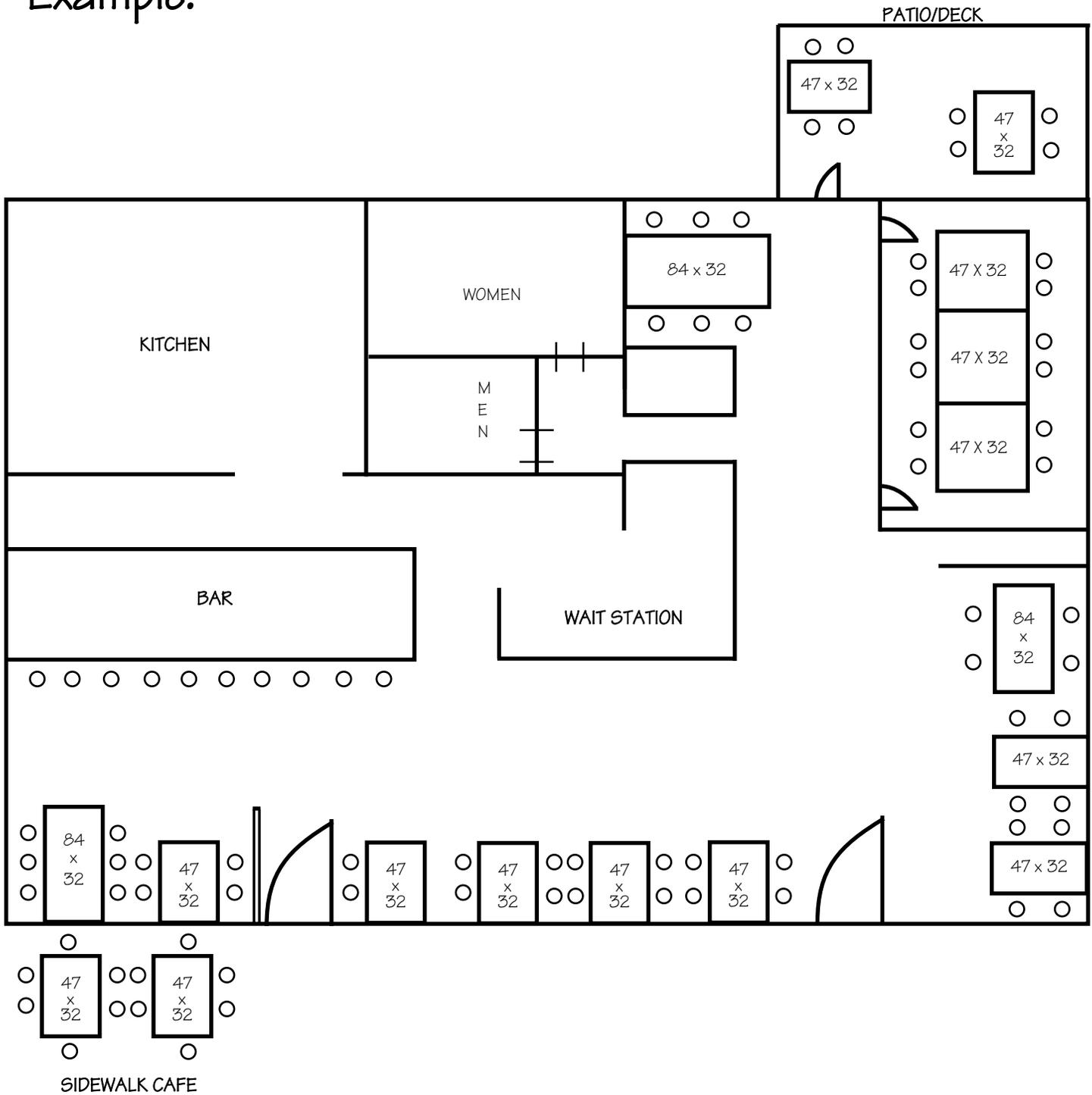
Applicant Name

Trade Name (dba):

City and ZIP Code

<i>.....OLCC USE ONLY.....</i> MINOR POSTING ASSIGNMENT(S)	
Date: _____	Initials: _____

Example:



Note: Applicants for Full On-Premises Sales licenses are required to:

- Put the dimensions on every table (ie. 2' x 4' or 31" x 38"), or list table sizes outside of diagram
- Indicate where seats are located