



**SUPPLEMENT  
FOR  
FULL ON PREMISES  
SALES LICENSE FOR CATERERS,  
PRIVATE CLUBS,  
PUBLIC PASSENGER CARRIERS &  
OTHER PUBLIC LOCATIONS**

The information in this supplement outlines the required forms and documents needed for the above type of license. This supplement also lists the privileges for this type of license. The supplement is intended to be used in conjunction with the Liquor License Application Guide.

# **FULL ON PREMISES SALES LICENSE FOR:**

## **CATERER (F-CAT)**

## **PRIVATE CLUB (F-CLU)**

## **PUBLIC PASSENGER CARRIER (F-PC)**

## **OTHER PUBLIC LOCATIONS (F-PL)**

This license allows the sale of distilled spirits, malt beverages, cider and wine. The food and eligibility requirements for this license vary depending on the type of business. This supplement covers the privileges and requirements for applicants applying to serve distilled spirits as a caterer, in private clubs, on public passenger carriers and in other public locations.

### **This license allows the holder to:**

- ✓ Sell and serve distilled spirits by the individual drink
- ✓ Sell malt beverages, cider and wine for consumption on the licensed premises
- ✓ Sell malt beverages for consumption off the licensed premises in securely covered containers provided by the customer. Containers may not hold more than two gallons
- ✓ Allow a patron to remove a partially consumed bottle of wine from the premises if the wine is served in conjunction with the patron's meal, the patron is not a minor and the patron is not visibly intoxicated
- ✓ Purchase distilled liquor **only** from a retail sales agent of the commission or from another Full On-Premises Sales licensee who has purchased the distilled liquor from a retail sales agent of the commission.

### **May also allow the holder to:**

- ✓ Apply to serve alcoholic beverages for on-premises consumption at temporary events at locations other than the licensed premises and to provide catering at private events. Consult your designated OLCC representative for details and the required forms for each of these privileges.
- ✓ Apply for additional licenses, such as the off-premises sales license, winery license or brewery-public house license.
- ✓ Deliver wine and malt beverages in factory sealed containers to consumers on the same day a food and beverage order is received. You must complete a Wine & Malt Beverage Delivery Privilege /Same-Day Delivery form. To qualify for same-day delivery, the food order must account for at least 75% of the cost of the order and you must also hold an Off-Premises Sales license. Consult your designated OLCC representative for additional information about this privilege.

## **ELIGIBILITY AND FOOD REQUIREMENTS:**

**CATERER:** By definition, catering means providing food and beverages at a location other than the caterer's business location under a contract with a client. The caterer may not be the client. The licensee may, using an OLCC form, apply for general pre-approval for **some types** of catered events. Food and application requirements differ depending on the size of the event and whether it is a private or public event. Consult your designated OLCC representative for additional information.

**PRIVATE CLUB:** A private club must have 200 or more voting, dues-paying members, have been chartered at least one year and be a non-profit entity.

A private club that serves the general public must meet the same food service requirements as a commercial establishment. Consult your designated OLCC representative if you plan to serve the general public.

At all times alcohol service is available, the club must provide at least three different types of substantial food items prepared on the licensed premises. Examples include sandwiches, appetizers, pizza, hot dogs, soup and sausages. Snack items such as peanuts, popcorn, chips and crackers are not substantial food items. The licensee must also provide adequate dining space, including seats at tables.

## **PUBLIC PASSENGER CARRIERS:**

### **Airline**

This license may be issued to an airline for airplanes licensed to carry at least 40 passengers, if the plane arrives or departs from an airport in Oregon. The licensee must make food available to passengers at any time alcoholic beverage service is available.

### **Passenger Train**

This license may be issued to a railroad that operates passenger trains in Oregon. The licensee must offer a selection of at least five different types of food such as sandwiches, pizza, dinner salads and substantial appetizers to passengers whenever alcoholic beverage service is available.

### **Tour Boat**

This license may be issued to the owner or operator of one or more tour boats, if the tour boats are used primarily for non-fishing purposes, are licensed to carry at least 40 passengers and operate upon waters in Oregon. The licensee must offer a selection of at least five different types of food such as sandwiches, pizza, dinner salads and substantial appetizers to passengers whenever alcoholic beverage service is available.

## **OTHER PUBLIC LOCATIONS:**

### **Auditorium, Music, Dance or Performing Arts Facility or Hall**

Alcoholic beverages may be sold, served or consumed only in a lobby or foyer for no more than one-half hour before and after performances, and during intermissions of no more than one-half hour. Licensee must offer at least three different types of food to patrons whenever alcoholic beverage service is available.

### **Banquet or Special Event Facility**

Licensee must do **one** of the following:

Serve each patron a meal consisting of at least one principal item and one side dish such as a salad or a vegetable. If alcoholic beverage service begins more than one hour before meal service starts or continues more than one hour after meal service ends, the licensee must provide at least two different types of food to patrons during that time. These two types of food may be items such as vegetables, chips and dip, fresh fruit or crackers.

**OR**

Offer to patrons at least three different types of food such as sandwiches, salads, vegetables and dip, hamburgers, or pizza, some of which are prepared or cooked on the licensed premises. There must be enough food to allow each person at the event to purchase or be served the equivalent of a meal if the patron chooses.

### **Lodging Facility**

A public location operating as a lodging facility which does not meet the food requirements for an Full On-Premises Commercial license must have at least 100 guest rooms and banquet accommodations for at least 100 patrons.

The licensee must make food available **whenever alcoholic beverage service is available**. Consult your designated OLCC representative for details on food service requirements.

If there is bar seating, there must be at least an equal number of seats at tables with suitable space for dining.

### **Fairground, Sports Stadium, Convention Center, Exhibition Center**

If alcoholic beverages **are not** allowed in the spectator seating or observation areas the licensee must make food available whenever alcoholic beverage service is available. The licensee must offer at least two different types of food such as sandwiches, vegetables and dip, hamburgers, pizza or tacos. There must be sufficient quantity to allow each person at the event to purchase food if the patron chooses.

If alcoholic beverages **are** allowed in spectator seating or observation areas the licensee must offer at least five different types of food. Examples of acceptable food include sandwiches, salads, vegetables and dip, hamburgers, and beans and rice. Some of the food must be cooked or prepared on the licensed premises. There must be a sufficient quantity to allow each person at the event to purchase the equivalent of a meal if the patron chooses.

**ANNUAL FEE:** \$400 plus a \$2.60 server education fee, except for Private Clubs (F-CLU). The fee for Private Clubs is \$200 plus a \$2.60 server education fee.

**LIQUOR LIABILITY INSURANCE:** Every applicant must obtain and maintain liquor liability insurance in the minimum amount of \$300,000. You must provide proof of insurance before your license is issued.

**LOCAL GOVERNMENT RECOMMENDATION:** See the *Local Government Recommendation* section of the Guide.

**LAW ORIENTATION:** See the *Law Orientation* section of the Guide.

**SERVER EDUCATION:** This requirement must be met before a license is issued. Individual, sole proprietorship applicants must successfully complete an alcohol server education class. Corporate, LLC and limited partnership applicants must designate a person or persons to take and pass a server education class on behalf of the business entity. The designee must have the authority to set, implement or change the licensee's practices for selling and serving alcoholic beverages. If your designee changes, you must appoint a new one within 20 days and notify the OLCC in writing within 10 days of the appointment.

**SERVICE PERMIT:** Every person who serves or sells alcohol for consumption on a licensed premises, and any manager who supervises these people must have a valid service permit. Licensees who are not licensed as corporations, LLC's or limited partners do not need a service permit but must take and pass a server education class.

## **REQUIRED OLCC FORMS:**

**Applicants must fully and accurately complete and submit the following OLCC forms. Please refer to the Guide for information on completing the forms:**

- Liquor License Application
- Individual History (all individual applicants and managers; corporate officers, directors and major stockholders; all limited liability company members and managers; and, all limited and general partners)
- Statement of Funding
- Franchise Agreement Summary (if applicable)
- Corporate Questionnaire (if applying as a corporation)
- Limited Liability Questionnaire (if applying as an LLC)
- Limited Partnership Questionnaire (if applying as a limited partnership)
- Business Information
- Floor Plan Sketch (Refer to both sides of the form for instructions.)

## **DOCUMENTS APPLICANTS MUST PROVIDE (copies only):**

- Real estate and personal property (equipment, furnishings, etc.) leases
- Real estate and personal property purchase contracts
- Corporate applicants only: filed articles of incorporation, meeting minutes designating current officers, directors and stock holders, and a copy of the stock subscription agreement
- LLC applicants only: the LLC's operating agreement and filed articles of organization
- Limited partnership applicants only: certificate of partnership or a letter of acknowledgment from the state of Oregon
- Franchisees only: Franchise Agreement

- Non-Oregon corporate, LLC and limited partnerships only: Filed authority to conduct business in Oregon
- Liquor Liability Insurance Certificate
- Menu
- Equipment list to support food service proposal (examples include: stove, refrigerator, freezer, hood, microwave, etc.)

## **Oregon Liquor Control Commission**

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