



OLCC LAW ORIENTATION - SELF TEST
ON-PREMISES SALES LICENSE



NAME OF APPLICANT _____ DATE _____

BUSINESS NAME _____ CITY _____

✓ Instructions: **Using the OLCC Law Orientation for Retailers booklet**, complete all the following questions and sign your name and date at the end.

LICENSE PRIVILEGES AND REQUIREMENTS

1. I am applying for an _____ Sales license. This license allows me to sell the following types of alcoholic beverages:

2. With an On-Premises Sales license I may permit a customer to remove a partially-consumed bottle of wine from my establishment under the following circumstances:

3. In Oregon, I may legally sell alcohol between the hours of _____ and _____.

4. During business hours, licensees must have someone available who can “communicate effectively” with customers and OLCC employees. Communicate effectively means:

5. I must post one sign warning about the danger of alcohol consumption for pregnant women at my business. I must post the sign at one of two locations. The two locations include:

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6. If I have a Full On-Premises Sales license and my business is open after 5:00 PM, how long must my dinner meal period last, and what is considered a regular meal?

7. If I have a Full On-Premises Sales license, I must offer at least _____ different substantial food items at all times, outside my dinner meal period. Three examples of different substantial food items are:

LIQUOR LIABILITY INSURANCE

8. How much liquor liability insurance coverage must I carry at all times I hold this license? \$ _____

9. How do I provide proof that I have liquor liability Insurance?

LICENSE RENEWAL

10. My license year is the 12-month period from _____ to _____.

11. Who from the licensed premises must sign the renewal application before I send it and my check to OLCC?

12. What happens if I don't renew my license by the time it expires?

MINORS AND IDENTIFICATION

13. A person must be at least _____ years old before I may allow him/her to purchase or consume alcoholic beverages.

14. When checking identification, I must check the ID of anyone who looks under _____ years old.

15. OLCC and police agencies may use people (minor decoys) under the age of 21 in an attempt to purchase alcohol from your business. It is very important to check identifications of young appearing customers, who wish to buy alcohol. Oregon law says there are only four kinds of ID that are acceptable as proof of age. They are:

1. _____

3. _____

2. _____

4. _____

16. How can I know whether or not ID is valid? (List 5 tips)

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | |

17. What should I do if I believe the ID is false?

18. If a driver's license has expired, is it a valid piece of ID that I may accept it? _____

MINOR POSTINGS

19. Minor Postings are assigned by OLCC. They tell the public where minors are and are not allowed in a licensed business. May I remove or change the minor posting sign without OLCC approval? _____

20. List 3 situations when minor employees may be in a prohibited area:

1. _____
2. _____
3. _____

VISIBLY INTOXICATED PERSONS & PROHIBITED CONDUCT

21. "Visibly intoxicated" means an individual is showing obvious signs of using alcohol or other drugs. List 4 signs of visible intoxication.

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

22. My employees and I should not sell alcohol to a customer showing signs of visible intoxication. What other types of problems do I need to be aware of and avoid if I operate a business with a restaurant, tavern or lounge?

23. If a customer shows signs of visible intoxication after being served alcohol, what must I do?

24. What is a “good faith” effort?

25. Is it legal for my employees to drink alcoholic beverages while on a break or at lunch? _____

26. Who is responsible for any disturbance or criminal activity my employees allow?

27. Is it legal for me to give alcohol as a prize? _____

28. May I allow a patron to leave my premises with an open alcohol container? _____

29. May I deny access to Commission employees or police officers who are there to inspect my business?

30. Am I responsible for my employees’ activities when I am not present at the business? _____

31. For my protection, OLCC encourages me to keep a daily “Incident Log.” Four types of incidents I would record in my Incident Log are:

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

SERVICE PERMITS & SERVER EDUCATION

32. If my individual name appears on the liquor license as a *licensee*, do I need to have a service permit?

33. If my business is licensed as a corporation, limited liability company, or limited partnership and I participate in or supervise employees who mix, serve, or sell alcohol, do I need a service permit?

34. My new employees have _____ days after they have filled out the Service Permit application to attend and pass a Server Education class.

35. Licensees and service permittees must take the Alcohol Server Education class every _____ years.

36. How can I show that my employees have valid service permits?

37. As a licensee, am I responsible for liquor law violations of my employees? _____

38. If I hire someone who does not have a valid service permit, when must my new employee fill out a Service Permit Application?

39. I must verify the new employee's _____ and _____.

40. Who is responsible for sending in the Service Permit Application and when must it be mailed to OLCC?

41. How can I prove my new employee has applied for a service permit?

42. A service permit is valid for _____ years.

43. Must my employees have their service permits or application copy available for inspection when they are working? _____

44. Employees 18 to 20 years old must have valid service permits if they take orders for or serve alcohol. List 3 types of activities an 18 - 20 year old employee may **NOT** do:

1. _____

3. _____

2. _____

OWNERSHIP INTEREST IN THE BUSINESS

45. What must I do before allowing anyone to purchase all or part of my business, purchase stock in my corporation or become a member of my LLC?

46. If I own the business in my own name and later decide to form a corporation or LLC, what must I do?

47. If a person or firm contracts to provide the food service portion of your business, does he have an “ownership interest” in the business and therefore must sign the application?

ALTERATION OR CLOSURE OF PREMISES

48. Before I change the primary use of a room, what must I receive from OLCC?

49. If I want to begin serving alcohol on my premises’ deck or patio, or if I want to add a beer garden, what must I do?

50. I must notify the Commission, in writing, when my premises will be closed for more than _____ days.

51. If I close my entire business for a private party, I must:

ADVERTISING

52. How may I let my patrons know about my “happy hour?”

53. No more than _____ alcohol related signs may be visible to the public from outside my business.

54. Is it acceptable for me to advertise discounted alcohol using coupons? _____

55. Is it legal for me to advertise alcohol by posting flyers or leaflets on public property? _____

FINANCIAL ASSISTANCE

56. When I buy alcoholic products from a wholesaler, is it legal for that wholesaler to offer me a payment plan or discounts?

57. Is it a violation of OLCC regulations if I write an NSF check to a wholesaler?

58. Do I need OLCC approval before returning alcoholic products to the wholesaler?

HEARINGS & VIOLATIONS

59. If OLCC refuses my license request or if I receive a ticket for violating a liquor law, I have the right to ask for:

60. If I or my employees violate liquor laws, I understand I may receive a penalty (or sanction). The maximum amount of civil penalty per violation is \$_____. In an extreme case, the license may be cancelled.

RESPONSIBLE VENDOR PROGRAM

61. Licensees may participate in the Responsible Vendor Program. Participating licensees will be eligible for:

THIRD PARTY LIABILITY

62. If I or my employee sells alcohol to a minor or visibly intoxicated person, can I be held responsible for injuries or damages caused by that person?

63. "Third Party Liability" is a _____ and will be decided in a court of law.

By signing my name in the space below, I certify I have reviewed the OLCC law orientation materials given me and that I have personally answered the questions listed above.

SIGNATURE

DATE