



# **SUPPLEMENT FOR OFF-PREMISES SALES LICENSES**

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.

# OFF-PREMISES SALES LICENSE

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

- ✓ Sell factory-sealed containers of wine, malt beverages and cider for off-premises consumption only ("to go")
- ✓ Provide sample tasting of alcoholic beverages on the licensed premises with OLCC approval - you **must** complete a Sample Tasting Application for Off-Premises Sales License form

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

- ✓ Apply for a Full On-Premises Sales license or a Limited On-Premises Sales License
- ✓ Ship up to two cases of wine directly to a resident of another state for that resident's personal use only. Consult your designated OLCC representative for details.
- ✓ Offer beer, wine or cider tastings to their customers provided the licensee does not sell vehicle fuel. Two types of tasting are allowed:

### **Licensee conducted tastings**

You, the Off-Premises Sales licensee, provide the alcohol for the tasting and your employees serve the samples. You must file a [Sample Tasting Application for Off-Premises Sales License](#) and receive OLCC approval before you or your employees provide these tastings. Employees who serve sample tastes of beer, wine, or cider must have a valid alcohol service permit.

### **Manufacturer conducted tastings**

The manufacturer provides the alcohol for the tasting. You do not need to apply for sample tasting approval if the **only** sample tastings at your business will be conducted by OLCC licensed manufacturers (manufacturers include wineries, growers, brew pubs, and out-of-state certificate holders) or warehouse licensees, **and** you and your employees will **not** serve the samples. The law already allows these tastings. See ORS 471.402 and OAR 845-005-0427 for details and limitations that apply to these types of tastings.

- ✓ Request approval to deliver wine and malt beverages in factory sealed containers to consumers on any day after the day the licensee receives the order. You must complete a [Wine & Malt Beverage Delivery Privilege Next Day Delivery](#) form. Consult your designated OLCC representative for additional requirements about this privilege.

## **The holder may not:**

- ⊖ Operate a premises that is movable
- ⊖ Hold a Growers Sales Privilege license

**ANNUAL LICENSE FEE:** \$100

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

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

**EMPLOYEE QUALIFICATION & EDUCATION REQUIREMENT:** Employees who sell alcohol must be at least 18 years old and have read, signed and dated the brochure ***What Every Store Clerk Needs to Know About Selling Alcohol***.

## **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 (record days and hours of operation)
- Sample Tasting Application for Off-Premises Sales License (***only*** if you are planning on having wine, malt beverage, or cider tastings at your premises).

## **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: copy of the Limited Partnership Agreement and a certificate of partnership **or** a letter of acknowledgement from the state of Oregon
- Franchisees only: Franchise Agreement
- Non-Oregon corporate, LLC and limited partnerships only: filed authority to conduct business in Oregon

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- ❑ Applicants who have petroleum (vehicle fuels) products: verification of \$5,000 worth of wholesale grocery inventory invoices
- ❑ New outlet applicants only: verification of appropriate zoning.

**90-DAY TEMPORARY AUTHORITY TO OPERATE:** See *90-Day Temporary Authority To Operate* section in the Guide.

## **WINE RETAILER APPLICANTS ONLY**

- ❑ In addition to your OLCC Off-Premises Sales license, you are required to obtain an Oregon Department of Agriculture Retail Food Establishment license. Please contact them at 503-986-4720 for instructions on obtaining the license ***before opening*** for business.