



OREGON LIQUOR CONTROL COMMISSION  
**TEMPORARY SALES LICENSE (TSL) APPLICATION**

- OLCC may require at least ten business days to process even routine applications. OLCC may refuse to process your application if there is not sufficient time to process it.
- The TSL Application Guide is available on the OLCC’s web site at [www.oregon.gov/olcc](http://www.oregon.gov/olcc), under “Get a Liquor License.” Click on “Applications, Guides and Forms for Licensing Special Events.”
- **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 a.m. to 2:30 a.m. on the succeeding calendar day.
- **LICENSE DAYS:** In #9 below, you can apply for a maximum of 7 license days per application form.

**APPLICANT:** Please use page 3 of the TSL Application Guide to help you determine who the applicant should be.

1. Applicant Name (please print): \_\_\_\_\_
2. Mailing Address: \_\_\_\_\_
3. City: \_\_\_\_\_ 4. State: \_\_\_\_\_ 5. Zip Code: \_\_\_\_\_ 6. Fax: \_\_\_\_\_
7. Contact Person: \_\_\_\_\_ 8. Contact Phone: \_\_\_\_\_
9. Date(s) of event: \_\_\_\_\_ 10. Start/End hours of alcohol and food service: \_\_\_\_\_ to \_\_\_\_\_

**LICENSED AREA BOUNDARIES:** ORS 471.159 prohibits the OLCC from licensing an area that does not have defined boundaries. The OLCC may require the licensed area to be enclosed as a condition of issuing the TSL. The OLCC may require you to submit a drawing showing the licensed area and how the boundaries of the licensed area will be identified. Please see pages 4 and 5 of the TSL Application Guide.

11. Street Address of Licensed Area: \_\_\_\_\_
12. City/County: \_\_\_\_\_
13. Identify the licensed area:  
 \_\_\_\_\_  
 \_\_\_\_\_

14. Are you submitting a drawing showing the licensed area?  Yes  No

15. List the primary activities within the licensed area (ie: dinner; auction; beer festival; wine festival; food fair; art show; music, patron dancing; sports event; etc.). If entertainment will be offered in the areas where alcohol will be sold or consumed, please describe the entertainment, the times it will be offered, and list the targeted age of attendees: \_\_\_\_\_  
 \_\_\_\_\_

16. What is the expected attendance per day in the area where alcohol will be sold or consumed? \_\_\_\_\_

17. Will minors and alcohol be together in the same area?  Yes  No

18. What is your plan to manage the licensed area? Please use the TSL Application Guide, starting on page 5, to help you answer this item. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**MANAGER AND SERVICE PERMITS:** You must name a manager or managers who will be at the special event. Employees and volunteers who serve alcohol, and the people who manage those servers, must have a valid service permit unless specifically exempted.

A nonprofit or charitable organization with a Registry Number issued by the Oregon Secretary of State's office (see TSL Application Guide) may use servers who don't hold a service permit. These servers, however, must attend training provided by the applicant and read, sign, and date the OLCC brochure "What Every Volunteer Alcohol Server Needs to Know", available on OLCC's web site.

19. Nonprofit or Charitable Organization Oregon Registry Number (or "N/A" if not applicable): \_\_\_\_\_

20. List name(s) of on-site manager(s): \_\_\_\_\_

21. Service permit # or server education date of manager(s): \_\_\_\_\_

**FOOD SERVICE:** You, or your food service provider or providers, must provide food items at all times and in all areas where alcohol is sold or consumed. Please see page 12 of the TSL Application Guide.

22. Will you serve distilled spirits for drinking on the premises?  Yes  No

23. If yes to #22, name at least three different types of substantial snack food items that will be provided:

- ① \_\_\_\_\_
- ② \_\_\_\_\_
- ③ \_\_\_\_\_

24. If no to #22, name at least two different substantial snack food or appetizer items that will be provided:

- ① \_\_\_\_\_
- ② \_\_\_\_\_

**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 as required by ORS 471.168.

25. Insurance Company: \_\_\_\_\_ 26. Policy #: \_\_\_\_\_ 27. Expiration Date: \_\_\_\_\_

28. Applicant Name (please print): \_\_\_\_\_

29. **APPLICANT SIGNATURE:** \_\_\_\_\_ 30. Date: \_\_\_\_\_

**GOVERNMENT RECOMMENDATION:** Once you've completed this form to this point, you must obtain a recommendation from the local city or county named in #31 below before submitting this application to the OLCC.

31. Name the city if the event address will be within a city's limits or name the county if the event address will be outside the city's limits: \_\_\_\_\_

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| <p><b>THIS BOX IS FOR CITY OR COUNTY USE ONLY</b></p> <p>The city/county named in #31 recommends: <input type="checkbox"/> Grant <input type="checkbox"/> Acknowledge <input type="checkbox"/> Deny (attach written explanation)</p> <p>City/County Signature: _____ Date: _____</p> |
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**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. See page 15 of the TSL Application Guide.

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| <p><b>THIS BOX IS FOR OLCC USE ONLY</b> Fee Paid: _____ Date: _____ Receipt # _____</p> <p>License is: <input type="checkbox"/> Approved <input type="checkbox"/> Denied</p> <p>Restrictions: _____</p> <p>OLCC Signature: _____ Date: _____</p> |
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