



# **SUPPLEMENT FOR WINERY, WINE SHIPPER, BREWERY & DISTILLERY 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.



# **WINERY LICENSE (WY)**

**NOTE:** An applicant for a Winery license must principally produce wine or cider in Oregon.

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

- ✓ Import, export, produce, bottle, blend, store, and transport wine or cider
- ✓ Sell wine or cider at wholesale to the OLCC or OLCC licensees
- ✓ Sell wine, cider or malt beverages at retail directly to the consumer for consumption on or off of the licensed premises
- ✓ Ship up to two cases (not more than nine liters per case) of wine each month for personal use and not for resale, to any Oregon resident who is at least 21 years old

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

- ✓ Exercise the above privileges at a 2nd or 3rd premises with OLCC approval
- ✓ Hold a Full On-Premises Sales license (see conditions in next section)
- ✓ Apply for a Special Event Winery license
- ✓ Provide on-premises wine tastings
- ✓ Exercise Winery license privileges at another licensed Winery (with OLCC approval)
- ✓ 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:**

- ⊖ Import wine or cider in bottles unless the brand is owned by the licensee
- ⊖ Hold a Full On-Premises license if the winery licensee holds a distillery or a brewery license and brews more than 200,000 barrels of malt beverages annually, or produces more than 200,000 gallons of wine or cider annually

**ANNUAL FEE:** \$250.00, plus \$2.60 if there will be on-premises consumption. There is no additional cost for a 2nd and/or 3rd location.

**BUREAU OF ALCOHOL, TOBACCO & FIREARMS:** There are BATF requirements for this license. See the Guide for details.

**BOND:** Winery applicants must provide (and at all times maintain) a bond acceptable and payable to the OLCC. Once your application has been accepted, contact OLCC's Privilege Tax Auditor at 1-800-452-6522 for more information.

**LIQUOR LIABILITY INSURANCE:** Every Winery applicant that proposes to have on-premises consumption must carry liquor liability insurance coverage in the minimum amount of \$300,000.00. Every Winery applicant that **does not** propose to have on-premises consumption must submit an Alcohol Server Education/Liquor Liability Insurance Exemption Request form.

If you are not exempted from the liquor liability insurance requirement, the insurance policy and the proof of insurance that you provide to the OLCC must list all of the applicants for the license as being insured under the policy, must include the address of the insured business, and must list OLCC as the certificate holder for the policy.

We will accept an insurance certificate or ACORD form from your insurance agent as proof of insurance provided that the certificate meets the requirements above, and clearly states the amount of liquor liability insurance provided under the policy.

**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 if on-premises alcohol consumption is proposed. 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.

**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 if the licensee will allow on-premises consumption (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: Copies of filed articles of incorporation, meeting minutes designating current officers, directors and stock holders, and a copy of the stock subscription agreement
- LLC applicants only: Copies of 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
- Liquor Liability Insurance Certificate
- Equipment List (production, bottling, etc.)
- Written statement describing the varieties of wines to be produced, projected annual production (gallons) and projected annual importation (gallons)

## **GROWER SALES PRIVILEGE (GSP)**

A Grower Sales Privilege license is issued to qualified applicants who grow **all** of the grapes or fruit used for wine or cider in Oregon on land the applicant owns or leases.

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

- ✓ Import, store, transport or export wine or cider
- ✓ Sell wine or cider at wholesale to the OLCC or OLCC licensees
- ✓ Sell wine or cider at retail directly to the consumer for consumption on or off the licensed premises

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

- ✓ Exercise the above privileges at a 2nd or 3rd premises with OLCC approval

- ✓ Apply for a Special Event Grower Sales Privilege license
- ✓ Provide on-premises wine tastings with OLCC approval

**The holder may not:**

- ☹ Produce wine or cider under this license
- ☹ Hold a winery license in another state
- ☹ Hold a Limited On-Premises Sales license
- ☹ Hold an Off-Premises Sales license

**ANNUAL FEE:** \$250.00, plus \$2.60 if there will be on-premises consumption

**BOND:** Grower Sales Privilege applicants must provide (and at all times maintain) a bond acceptable and payable to the OLCC. Once your application has been accepted, contact OLCC's Privilege Tax Auditor at 1-800-452-6522 for more information.

**LIQUOR LIABILITY INSURANCE:** Every Grower Sales Privilege applicant that proposes to have on-premises consumption must carry liquor liability insurance coverage in the minimum amount of \$300,000.00 with no deductible, and must provide proof of insurance before OLCC will issue the license. Every Grower Sales Privilege applicant that **does not** propose to have on-premises consumption must submit an Alcohol Server Education/Liquor Liability Insurance Exemption Request form.

If you are not exempted from the liquor liability insurance requirement, the insurance policy and the proof of insurance that you provide to OLCC must list all of the applicants for the license as being insured under the policy, must include the address of the insured business, and must list OLCC as the certificate holder for the policy.

We will accept an insurance certificate or ACORD form from your insurance agent as proof of insurance, provided that the certificate meets the requirements above, and clearly state the amount of liquor liability insurance provided under the policy.

**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 if on-premises alcohol consumption is proposed. 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 if the business sells alcohol for consumption on-premises.

## **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: Copies of filed articles of incorporation, meeting minutes designating current officers, directors and stock holders, and a copy of the stock subscription agreement
- LLC applicants only: Copies of 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
- Liquor Liability Insurance Certificate
- Equipment List (production, bottling, etc.)
- Written statement describing the varieties of wines to be produced, projected annual production (gallons) and projected annual importation (gallons)

# **WINE SHIPPER (WS)**

This license is only available to out-of-state wine suppliers. The wine supplier must either hold a winery license in their state, or hold a retail license that does not include wholesale privileges. The wine supplier must be located in a state that has signed a reciprocal wine shipment agreement with Oregon. This agreement allows wine suppliers to ship limited amounts of wine to the other state's citizens for their personal use without requiring any additional state taxes, fees or charges.

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

- ✓ Ship up to two cases of wine per month to Oregon residents for their personal use. Cases may not contain more than 9 liters of wine.

## **The holder must:**

- ✓ Deliver products using a common carrier that has an OLCC approved delivery plan. Contact a designated OLCC representative for a list of approved common carriers.
- ✓ Prominently label each shipping container "**Alcoholic Beverages – Do not deliver to a person who is under 21 years of age or visibly intoxicated.**"

## **The holder may not:**

- ☹ Ship wine that the licensee did not produce or bottle, if the licensee holds an out-of-state winery license.

## **APPLICATION REQUIREMENTS:**

Applicants must complete a Wine Shipper License – Application and Agreement. There is no fee for this license. Licenses are valid for five years.

# **DISTILLERY LICENSE (DIST)**

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

- ✓ Import, manufacture, distill, rectify, blend, denature and store spirits with an alcoholic content greater than 17% by weight
- ✓ Sell such alcohol to the OLCC
- ✓ Transport such alcohol out of state for sale outside of Oregon
- ✓ Purchase alcoholic beverages from the OLCC for blending and manufacturing

**This license may also allow a Distillery licensee that distills brandy or pot distilled liquor to:**

- ✓ Permit tastings of such brandy or pot distilled liquor by visitors on the licensed premises and on at least one other premises the licensee owns or leases
- ✓ Apply for appointment as an OLCC retail sales agent to retail its brandy or pot distilled liquor at locations where tastings are permitted (see above).

**Distillery licensees may not:**

- ☹ Sell any alcoholic beverage within Oregon except to the OLCC unless the licensee has applied for and been appointed as a retail sales agent to sell brandy or pot distilled liquor (see above).

**ANNUAL FEE:** \$100.00

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

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

**SERVICE PERMIT:** Employees who serve sample tastes of brandy or pot distilled spirits must have a valid alcohol service permit.

## **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

## **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: Copies of filed articles of incorporation, meeting minutes designating current officers, directors and stock holders, and a copy of the stock subscription agreement
- LLC applicants only: Copies of 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
- Liquor Liability Insurance Certificate
- Equipment List (production, bottling, etc.)
- Written statement listing the liquors to be produced or bottled, projected annual importation (gallons)

## **BREWERY LICENSE (BRW)**

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

- ✓ Manufacture, import, export, store and transport malt beverages
- ✓ Sell and distribute malt beverages at wholesale to OLCC licensees
- ✓ Sell malt beverages brewed on the licensed premises for consumption on the licensed premises
- ✓ Sell malt beverages brewed on the licensed premises, which contain 8% or less alcohol by volume, to unlicensed organizations, lodges, picnic parties or private gatherings:
  - ◆ The sale must be in quantities of **5 gallons or more**; and,
  - ◆ The unlicensed group **may** not sell the malt beverages

### **Brewery licensees may not:**

- ☹ Sell in Oregon any malt beverages labeled as beer which contain more than 6% alcohol by volume.
- ☹ Sell any malt beverages for on-premises consumption, unless the malt beverages are brewed on the licensed premises (see above).

**ANNUAL FEE:** \$500.00, plus \$2.60 if there will be on-premises consumption

**BUREAU OF ALCOHOL, TOBACCO & FIREARMS:** There are BATF requirements for this license. See the Guide for details.

**BOND:** Brewery applicants must provide and at all times maintain a bond acceptable and payable to the OLCC. Once your application has been accepted, contact OLCC's Privilege Tax Auditor at 1-800-452-6522 for more information.

**LIQUOR LIABILITY INSURANCE:** Every Brewery applicant that proposes to have on-premises consumption must carry liquor liability insurance in the minimum amount of \$300,000.00 with no deductible, **and must provide proof of insurance before OLCC will issue the license.** Every Brewery applicant that **does not** propose to have on-premises consumption must submit an Alcohol Server Education/Liquor Liability Insurance Exemption Request form.

If you are not exempted from the liquor liability insurance requirement, the insurance requirement, the insurance policy and the proof of insurance that you provide to OLCC must list all applicants for the license as being insured under the policy, must include the address of the insured business, and must list OLCC as the certificate holder for the policy.

We will accept an insurance certificate or ACORD form from your insurance agent as proof of insurance, provided that the certificate meets the requirements above, and clearly states the amount of liquor liability insurance provided under the policy.

**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 if on-premises alcohol consumption is proposed. 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.

**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.

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- Limited Partnership Questionnaire (if applying as a limited partnership)
- Business Information

- Floor Plan Sketch if the licensee will allow on-premises consumption (refer to both sides of the form for instructions.)

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- LLC applicants only: Copies of 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
- Liquor Liability Insurance Certificate
- Equipment List (production, bottling, etc.)
- Written projection of annual production (gallons)