



**TEMPORARY SALES LICENSE  
APPLICATION GUIDE  
NONPROFIT (TSL-NP) and FOR PROFIT (TSL-FP)**

## **I'm holding a special event that will include alcohol. Do I need a liquor license?**

Are you making alcohol available **and** either requiring payment or purchase, or accepting donations of money, for:

- Alcohol;
- Entry or admission; or
- Any other product or service?

If yes, a liquor license from the OLCC may be needed.

If you are making alcohol available, but there is no payment or purchase required, and no donations of money are accepted, for alcohol, or for entry/admission, or for any other product or service, a liquor license is not needed. (An example is a wedding reception where you make alcohol available, but you don't require payment or purchase and don't accept donations of money.)

If you are not the person making alcohol available, a liquor license is not needed. (An example is a food vendor at an event where alcohol is made available and another person has a liquor license, but the food vendor does not make the alcohol available and the person with the liquor license is responsible for all sale and service of alcohol and any violations that may happen.)

## **Common examples of when a person or organization DOES or DOESN'T need an OLCC liquor license**

- By the sealed container.
  - A patron provides payment directly to the person or organization and in return the person or organization provides the patron with one or more manufactured-sealed containers of malt beverages, wine, or cider meant for drinking off of the special event licensed area. NOTE: unless the organization is a nonprofit with approval from the OLCC for an auction or raffle, selling manufacturer-sealed containers of distilled liquor is not allowed. Because the person or organization is directly accepting money and providing the alcohol the person or organization needs a liquor license.
  - Wine Wall. A patron buys something (ticket, cork, etc.) from the person or organization and in return the patron is allowed to select a sealed container of malt beverage, wine, or cider (but not distilled spirits) meant for drinking off of the special event licensed area. This is not an auction or a raffle, but it is selling alcohol; and therefore, the person or organization needs a liquor license.
- By the drink for consumption at a premises that does not have an OLCC liquor license. Either:
  - A patron provides payment directly to the person or organization and in return the person or organization provides the patron with an open container of alcoholic beverage meant for consumption on the special event licensed area. The alcoholic beverage could be malt beverages, wine, cider, or distilled liquor (also known as distilled spirits, hard liquor, and hard alcohol). Because the person or organization is directly accepting money and providing the alcohol the person or organization needs a liquor license.

- A patron buys a ticket from the person or organization or the person or organization requires payment or purchase or accepts donations of money for any event (examples: food or meal event, fundraiser, entertainment function, open house) and the event comes with alcohol at no additional cost to the patron. Because the person or organization is directly accepting money and providing the alcohol the person or organization needs a liquor license.
- By the drink for consumption at an event at a premises that does have an OLCC liquor license and the person or organization accepts payment from and serves the alcohol to the patron.
  - A patron provides payment directly to the person or organization and in return the person or organization provides the patron with an open container of alcoholic beverage meant for consumption on the special event licensed area. The alcoholic beverage could be malt beverages, wine, cider, or distilled liquor (also known as distilled spirits, hard liquor, and hard alcohol). Because the person or organization is directly accepting money and providing the alcohol the person or organization needs a liquor license.
- By the drink for consumption at an event at a premises that does have an OLCC liquor license and all alcohol is provided and served by the OLCC liquor licensee (note that the OLCC licensee is allowed to serve only the type of alcohol allowed by the license).
  - A patron buys a ticket from the person or organization or the person or organization requires payment or purchase or accepts donations of money for any event (examples: food or meal event, fundraiser, entertainment function, open house) and the event comes with alcohol at no additional cost to the patron. Because the OLCC liquor licensee is providing and serving the alcohol the person or organization does not need an OLCC liquor license for this activity.
- By the drink for consumption at an event at a premises that does have an OLCC liquor license and some or all of the alcohol is provided by the person or organization to the OLCC liquor licensee; however, all of the alcohol is served by the OLCC liquor licensee (note that the OLCC licensee is allowed to serve only the type of alcohol allowed by the license).
- A patron buys a ticket from the person or organization or the person or organization requires payment or purchase or accepts donations of money for any event (examples: food or meal event, fundraiser, entertainment function, open house) and the event comes with alcohol at no additional cost to the person. Provided the person or organization directly obtains the alcohol and then provides it to the OLCC licensee, and provided the OLCC liquor licensee is serving the alcohol, the person or organization does not need an OLCC liquor license for this activity. Note that the OLCC licensee may not keep any left-over alcohol that was provided by the person or organization (the alcohol must be removed by the person or organization or discarded).

**Auction or raffle WITHOUT an OLCC license (only for a qualifying nonprofit)**

- As per ORS 471.162(6), a nonprofit or charitable organization with an Oregon Registry Number may sell alcohol at an auction/raffle without an OLCC license no more than once in a 12-month period.

- The nonprofit must receive written approval from the OLCC prior to conducting the auction/raffle. There is no OLCC fee to obtain this approval. Contact the OLCC office regulating the county in which your event will happen (see below).
- The auction/raffle may not last longer than one day (a day is from 7:00 am to 2:30 am on the succeeding calendar day).
- The nonprofit may auction/raffle wine, cider, malt beverages, and not more than four liters of distilled liquor (also known as distilled spirits, hard liquor, and hard alcohol) in factory-sealed containers.
- The nonprofit may auction/raffle wine, cider, malt beverages, and not more than four liters of distilled liquor purchased by, or donated to, the nonprofit.
- The purchased or donated wine, cider, malt beverages, and not more than four liters of distilled liquor must be imported into Oregon by the OLCC or be manufactured in or imported into Oregon under a brewery, brewery-public house, distillery, grower sales privilege, winery, or wholesale malt beverage and wine license.
- Raffle tickets may be sold prior to the drawing; however, the drawing may be held only on the day the raffle is held and the winner is determined.
- The nonprofit may deliver or arrange for delivery of the alcoholic liquor to the residence of the winner.

#### **Auction WITH an OLCC TSL license (raffle not allowed)**

- Auction at retail factory-sealed containers of malt beverage, wine, and cider (but not distilled liquor) for consumption off the premises.
- Auction at retail open containers of alcohol for consumption on the premises.

#### **I need a liquor license for my special event. What type of license do I obtain?**

The type of liquor license to obtain is called a Temporary Sales License (TSL).

- Nonprofit. A nonprofit organization may qualify for a Temporary Sales License – Nonprofit (TSL-NP).
- For-Profit. A for-profit may qualify for a Temporary Sales License – For Profit (TSL-FP).

#### **What are the TSL license privileges?**

- By the drink. Sell distilled spirits, malt beverages, wine, and cider meant for consumption within the special event licensed area.
- By the sealed container. Sell manufacturer-sealed containers of malt beverage, wine, and cider (but not distilled liquor) meant for drinking off the special event licensed area.
- Growlers. Sell malt beverage, wine, or cider (but not distilled spirits) in a securely covered container for consumption off the special event licensed area. The container may not hold more than 2 gallons.
- Auction. Auction (but not raffle) at retail factory-sealed containers of malt beverage, wine, and cider (but not distilled liquor) for drinking off the special event licensed area.

#### **Who should be the applicant for the TSL?**

Any person or organization must apply for a TSL when making alcohol available at an event **and**:

- Requiring purchase or payment for alcohol, for entry/admission, or for any other product or service; or

- Accepting donations of money for alcohol, for entry/admission, or for any other product or service.

If more than one person or organization is required to be an applicant, list all as an applicant or have each person or organization complete a separate TSL application form.

### **What will be the TSL licensed area?**

The OLCC will license the area where alcohol will be sold and consumed. The licensed area is also called the licensed premises.

The sale, service, and consumption of alcohol is allowed only within the licensed area. The only open container of alcohol allowed to leave the licensed area is malt beverage, wine, and cider in a securely covered container (that is not manufacturer-sealed).

Sometimes, you may have an event that has areas (like craft booths, food booths, music stages, amusement rides, etc.) where you don't want to allow the sale, service, and consumption of alcohol. For those events, the OLCC will license only the area where the alcohol will be sold or consumed.

As part of your application, you will be required to identify the licensed area and the boundaries of the licensed area.

### **Identifying the licensed area and the boundaries of the licensed area**

As part of approving a TSL application, the OLCC is required to make sure that the licensed area is clearly defined and the boundaries are clearly identified.

Showing the licensed area and describing how the boundaries will be identified is usually not difficult when the licensed area is a building, room, or area with boundaries clearly defined by such things as a wall or fence.

For areas with no clearly defined boundaries, such as an outdoor licensed area, showing the licensed area and describing how the boundaries will be identified can be more challenging.

1. For a licensed area with all boundaries made up of permanent barriers, use the TSL application form to describe the licensed area(s). (Please note that even in these circumstances including a drawing showing the licensed area and describing how the boundaries of the licensed area will be identified will help the OLCC process the application quickly.) Here are some examples:
  - The licensed area is the entire inside of the building.
  - The licensed area is room #123 inside the building.
  - The license area is the conference room, the exhibit hall, and the front lobby inside the building.
2. For a licensed area where some or all of the boundaries are not made up of permanent barriers, you must submit a drawing showing the licensed area(s) and describing how the boundaries of the licensed area(s) will be identified.

## Boundaries of a licensed area

When some or all of the boundaries of the licensed area will not be permanent, and you or the OLCC will require the licensed area to be enclosed, you must use a barrier of sufficient height, sturdiness, and immovability that will allow people to enter and exit only through specific points. Examples are a fence, a double-fence (sometimes called a “moat system”), a wall, and a tent. A sufficient barrier will also help to prevent alcohol from leaving the licensed area.

Such a structure can be portable (set-up and take-down) but it should not be easily moveable after it is set-up. Low height and low sturdiness will tend to make the structure less reliable as a barrier (and may require you to use more people to monitor it to make sure that it is serving its purpose).

Note that the type of barriers used to identify the boundaries of the licensed area can be the same type of barriers used to identify the boundaries of a confined area within a licensed area (the purpose of a confined area is usually to prohibit minors from entering the area and to prohibit alcohol from leaving the area).

## Licensing Outdoor Areas

The Commission will refuse to issue a TSL for an outdoor area, and may revoke approval of a TSL for an outdoor area, unless the applicant shows good cause that outweighs the refusal basis, for the following reasons:

- The local governing body has not approved, or withdraws its approval for, a TSL in an area controlled by that body.
- The applicant or licensee fails to demonstrate there will be adequate supervision of the area so as to prevent violations of the liquor laws.
- The applicant or licensee will allow entertainment in the exterior area between 12:00 a.m. and 7:00 a.m.

## Developing a written plan to adequately manage a TSL licensed area

You must submit a written plan describing how you will adequately manage the area(s) where alcohol will be sold or consumed to:

1. Prevent problems and violations;
2. Prevent minors (a person under the age of 21) from obtaining alcohol and from gaining access to any portion of the licensed area prohibited to minors; and
3. Control alcohol consumption by adults.

### Developing an Adequate Plan

1. If the expected attendance in the area where alcohol will be sold or consumed (this area is called the “licensed area” or “licensed premises”) is 501 or more per day, you must complete the OLCC’s PLAN TO MANAGE SPECIAL EVENTS form **and** submit the completed form with your TSL application to the OLCC,

unless the OLCC exempts you from this requirement (work with your local OLCC office to obtain this exemption).

2. For other applicants (those expecting 500 or fewer attendees per day in the area where alcohol will be sold or consumed), you may:
  - Explain your plan on the TSL application form; **or**
  - If the TSL form isn't adequate to explain your plan, you may use the OLCC's PLAN TO MANAGE SPECIAL EVENTS form and submit the completed form with your application to the OLCC; **or**
  - Submit a separate written, dated, and signed plan with your application to the OLCC.

Please note in order for the OLCC to find that you will adequately manage the licensed area, sometimes the OLCC may require more details in addition to your answers on the TSL form, your completed PLAN TO MANAGE SPECIAL EVENTS form, or any other information you submitted regarding how you will manage the licensed area.

Examples of times when the OLCC may require more detailed information, even if the expected attendance in the licensed area is 500 or fewer per day, include a licensed area projecting an emphasis on alcohol consumption, projecting an emphasis on entertainment, or proposing to allow minors and alcohol together in the same area.

#### Licensed Area Prohibited to Minors

When a licensed area is prohibited to minors (a person under the age of 21), this means that all minors are prohibited from the licensed area unless any of the following exceptions apply:

- A minor vendor or contractor, who is **other** than the licensee's employee and who has a legitimate business purpose, may be in an area prohibited to minors, but only during the time it takes to perform the specific job function. Examples of this include a minor plumber making repairs and a minor vendor making a product delivery.
- A minor entertainer who qualifies under OAR 845-006-0335(6).
- If the licensee permits it, a minor patron may be in the immediate company of his/her spouse or domestic partner who is at least 21 years of age; however, the minor may not buy, possess, or drink alcoholic beverages.
- If your event has licensed areas prohibited to minors **and** licensed areas where minors are allowed, minor employees and minor service permittees working in the area where minors are allowed may enter the area prohibited to minors to perform specific job functions, but only during the time it takes to perform the specific job function. If your event has **only** a licensed area that is prohibited to minors, this exception will not apply to your event (this means minor employees and minor service permittees may not be in the area prohibited to minors). [Note: see the section later in this guide that addresses the age of service permittees.]

#### What are some ideas for preventing minor patrons from obtaining alcohol and from gaining access to any portion of the licensed area prohibited to minors?

For a licensed area prohibited to minors (also known as a "confined" area):

- Confine the sale, service, and consumption of alcohol to an area and then prohibit minors from entering that area and prohibit alcohol from leaving that area

For a licensed area where minors are allowed and where adults will be allowed to walk around the entire licensed area while consuming alcohol:

- Limit the number of alcoholic drinks one person may have at one time
- Limit the amount of alcohol in one drink
- Don't sell containers holding large quantities of alcohol such as pitchers of beer, buckets of beer, carafes of wine, etc.
- Limit the time when the sale, service, and consumption of alcohol will be allowed
- Prohibit minors from certain times
- Containers used to serve alcoholic beverages for consumption in the licensed area will be of a different color and type when compared to containers used to serve nonalcoholic beverages
- Have a level of lighting at all times sufficient to monitor patrons (for example, a level of lighting sufficient to read common newspaper print)
- Have a sufficient number of people at all times to adequately monitor patrons
- Use machines to check ID
- Have a method for identifying adults and minors (such as wristbands, hand-stamping, etc.)

### **DPSST certification requirements for security professionals**

The Oregon Department of Public Safety Standards and Training (DPSST) administers the certification/licensure of private security professionals in accordance with ORS 181.870-991. The private security industry is regulated to ensure that the interests of the public are adequately served and protected and to uphold the professionalism and integrity of the industry.

A person acting as a private security professional without DPSST certification may be criminally cited by the police.

A TSL licensee using a private security professional without DPSST certification may be sanctioned by the OLCC or the police.

### **Who must be certified by the DPSST as a private security professional?**

A private security professional is an individual who performs, as the individual's primary responsibility, any one or combination of security services as described below. If these duties are performed for consideration, the individual must be certified by the DPSST:

- The observation and reporting of any unlawful activity;
- The prevention of theft or misappropriation of any goods, money or other items of value;
- The protection of individuals or property, including but not limited to proprietary information, from harm or misappropriation;
- The control of access to premises being protected;

- The taking of enforcement action by lawfully detaining persons or placing persons under citizens arrest;
- Providing canine services for the purposes of guarding or detection; or
- Taking enforcement action by detaining or placing persons under arrest as authorized by the person's employer as part of the person's employment. ORS 133.225.

How does a person apply for a security professional certification or license?

An applicant must complete an application packet, attend required training, and submit forms and fees to DPSST for processing. Applications are available from the DPSST Private Security Unit via:

- The DPSST website
- Phone at 503-378-8531

The application packet includes an application and two fingerprint cards. Training can be obtained from certified Private Security Instructors. Upon request to DPSST, a list of instructors will be sent to you.

**Requirements for a licensed area expecting a daily attendance of 2,000 or more**

If the expected attendance per day in the area(s) where alcohol will be sold or consumed is 2,000 or more, the OLCC form PLAN TO MANAGE SPECIAL EVENTS must be completed to show you meet the following minimum requirements:

- Alcohol Monitors: For 2,000 to 7,500 people, at least three Alcohol Monitors. For each additional one to 2,500 people, at least one more Alcohol Monitor. One additional Alcohol Monitor for each point of sale that is not readily visible to the minimum number of Alcohol Monitors already required ("point of sale" means each stand, booth, or other concession area where alcoholic beverages are sold and served).
  - "Alcohol Monitor" means a licensee's employee or agent who monitors the sale and consumption of alcoholic beverages, supplementing alcohol servers and security staff. Alcohol Monitors are responsible for ensuring that unlawful sales, service, and consumption of alcoholic beverages do not occur on the licensed premises. Alcohol Monitors duties include observing people, monitoring their alcohol consumption, looking for minors who are consuming alcoholic beverages, and preventing visibly intoxicated persons and minors from consuming alcoholic beverages.
  - Alcohol Monitors must wear clothing or other designation, such as a button, which readily identifies them to the public as Alcohol Monitors. The OLCC will determine if the designation you propose to readily identify Alcohol Monitors is adequate for the circumstances of your event.
  - The service permit requirements for Alcohol Monitors are described in the section addressing service permit requirements.
- Approved Containers for On-Premises Consumption: Alcoholic beverages for consumption in the licensed area must be served as follows:
  - Malt beverages:

- In a container no larger than 16 ounces; or
  - If for a tasting, no more than three ounces of malt beverage in a container no larger than 16 ounces.
- Wine:
  - No more than six ounces of wine in a container no larger than 24 ounces; or
  - If for a tasting, no more than 1 ½ ounces of wine in a container no larger than 24 ounces; or
  - A bottle of wine no larger than 750 ml sold for more than one person and for on-premises consumption only, with containers no larger than 24 ounces.
- Distilled Spirits:
  - No more than one ounce of distilled spirits without mixer in a container no larger than four ounces; or
  - No more than one ounce of distilled spirits with mixer in a container no larger than 12 ounces.
- Cider:
  - In a container no larger than 16 ounces;
  - If for a tasting, no more than three ounces of cider in a container no larger than 16 ounces;
  - A bottle of cider no larger than 750 ml sold for more than one person and for on-premises consumption only.
- Container Color or Type: Containers used to serve alcoholic beverages must be of a visibly and distinctively different color or type when compared to containers used to serve nonalcoholic beverages.
- Limits on Alcohol Sales:
  - Each purchaser of alcoholic beverages may buy no more than two approved containers (as explained above and other than bottles of wine or cider) at any one time for consumption on the premises.
  - Each purchaser of alcoholic beverages may buy no more than one bottle of wine or cider no larger than 750 ml for consumption on the premises at any one time (there is no limit on the number of manufacturer-sealed containers of malt beverages, wine, or cider meant for consumption off the licensed premises that a licensee can sell at any one time).

- If it is reasonably projected that 30 percent or more of the people at the event will be between 15 and 20 years of age, the licensee must limit the sale of alcoholic beverages to a confined area where minors are prohibited. (Note that applicants may qualify for an exception to this requirement by working with OLCC staff.)

### **What are the Service Permit requirements for a TSL?**

Generally, any person serving alcohol in the licensed area, and any person managing those servers, must have an issued and valid service permit. Also, Alcohol Monitors must generally have an issued and valid service permit. However, the following exceptions apply:

- A nonprofit or charitable organization with a Registry Number issued by the Oregon Secretary of State's office may use servers and managers who don't hold a service permit (this does not apply to Alcohol Monitors) as long as these people have attended training provided by the applicant and have read, signed, and dated the OLCC provided brochure What Every Volunteer Alcohol Server Needs to Know. (Note: a nonprofit or charitable organization registered with the State of Oregon may find its Registry Number on the Oregon Secretary of State's web site.)
  - Note that this exception does not apply to employees of an alcohol manufacturer or wholesaler who is serving alcohol at an event with a TSL issued to a nonprofit or charitable organization. These people must have either a valid Oregon service permit or have successfully completed an Oregon alcohol server education class in the last five years.
- A licensee using a TSL only for the sale of manufacturer-sealed containers of malt beverages, wine, or cider for consumption off of the licensed premises may use people who don't hold a service permit. Please note that "tastings" are considered consumption. This means that even if only "tastings" are offered, this exception does not apply and so the licensee must meet the appropriate service permit requirements.
- Alcohol Monitors must have an issued and valid service permit unless they are uncompensated volunteers for a TSL licensee and are directly supervised on the licensed premises by an individual who has successfully completed an Alcohol Server Education course within the last five years.

In addition, the Commission may waive the service permit requirement if the Commission concludes alcohol service by individuals who do not hold a service permit does not pose a significant risk for public safety problems or non-compliance with liquor laws **and** each alcoholic beverage point of sale at the licensed location is staffed, at all times alcoholic beverages are being sold or served, by an individual who has successfully completed an Alcohol Server Education course within 5 years prior to the date of the event.

### **Age of Alcohol Servers**

Alcohol servers must meet the service permit requirement unless an exemption described in the prior section applies.

Generally, alcohol servers must be at least 21 years of age.

However, when your event has licensed areas prohibited to minors **and** licensed areas where minors are allowed, the following two exceptions apply (if your event has only a licensed area that is prohibited to minors then the following exceptions will not apply; therefore, minor employees and minor service permittees may not be in the area prohibited to minors):

- In areas not prohibited to minors, alcohol servers who are 18, 19, and 20 years of age may take orders for and serve alcohol in conjunction with food service and sell tokens or script to be redeemed for alcohol.
- In areas prohibited to minors:
  - Alcohol servers who are 18, 19, and 20 years of age may order and pick up drinks (but **not** mix or pour drinks) for service in the area(s) where minors are allowed; and
  - Any person who is 18, 19, or 20 years of age may perform non-alcohol related duties, such as: restock non-alcohol supplies; set and clear tables; and deliver food orders (but **not** take food orders). However, these people shall not remain in the prohibited area longer than is necessary to perform these duties.

### **What are the food requirements for a TSL?**

#### What Amount Of Food Must I Provide?

- **TWO:** If you **don't** provide distilled spirits at the event you must provide at all times and in all areas where alcohol service is available at least two different substantial food items.
- **THREE:** If you provide distilled spirits at the event you must provide at all times and in all areas where alcohol service is available at least three different substantial food items.

#### What Is A Substantial Food Item?

This is a food item that is typically served as a main course or entrée. Some examples are fish, steak, chicken, pasta, pizza, and sandwiches. Side dishes, appetizer items, dessert items, and snack items such as popcorn, peanuts, chips and crackers do not qualify as substantial food items.

#### What Does "Different" Mean?

"Different" means substantial food items that the OLCC determines differ in their primary ingredients or method of preparation. For example, a turkey sandwich differs from a salami sandwich, a beef burger differs from a turkey burger, and fried chicken differs from baked chicken. Different sizes of the same item are not considered different.

#### Is There An Exception To Providing The Two Or Three Different Substantial Food Items?

The OLCC must determine that the clearly dominant emphasis is food service at all times in the area where alcohol service is available in order for you to provide only one substantial food item if you are **not** providing

distilled spirits or one or two different substantial food items if you are providing distilled spirits. The OLCC will work with you to make this determination prior to approving your application.

What Does It Mean To Provide Food Service “At All Times And In All Areas Where Alcohol Service Is Available”?

Patrons must be able to obtain food service inside the special event licensed area. You may use either of the following two methods to provide food service:

- Within all areas where alcohol service is available, have the minimum required food items available for patrons at all times; or
- Within all areas where alcohol service is available, have a menu of the minimum required food items (plus any other items you may choose to include) available for patrons at all times and be able to provide the food items in the area if a patron chooses to order food. The food items could be kept at a location other than the area where the alcohol is served; however, you must be able to provide the food items to the patron in the area where alcohol service is available.

Is providing tastings of alcohol considered providing alcohol service?

Yes, providing tastings of alcohol is considered providing alcohol service; therefore, the food requirements must be met.

May I Use Food Provided By A Contractor Or Contractors To Meet The Food Requirement?

Yes, the food service may be provided by someone other than you; however, even if food service is provided by a contractor, you are fully responsible for compliance with the food requirements. You may sell or serve alcohol only when food service that meets the requirement is provided to patrons at all times and in all areas where alcohol service is available.

Who May The Contract For The Food Service Be With?

The contract may be between:

- You (the TSL licensee) and the food service contractor; or
- The organizer of the event and the food service contractor.

Does The Food Service Contract Need To Be In Writing?

No, the food service contract does not need to be in writing; however, you may sell or serve alcohol only when food service that meets the requirement is provided to patrons at all times and in all areas where alcohol service is available.

How does my organization qualify as a nonprofit or charitable organization that is registered with the State of Oregon?

Contact the Oregon Secretary of State’s office.

Also, if your organization is already registered as a nonprofit or charitable organization with the State or Oregon, you may find your Registry Number on the Oregon Secretary of State's web site.

### **Who qualifies as a nonprofit organization?**

1. A nonprofit or charitable organization registered with the Oregon Secretary of State's office with an issued Oregon Registry Number. Note that the OLCC can't recognize the organization as a nonprofit if the organization can't provide the Oregon Registry Number. Common examples of when the OLCC can't recognize the organization as a nonprofit are:
  - The organization is registered only with the federal government as a nonprofit.
  - The organization is affiliated with a national organization that is registered with the federal government as a nonprofit but the local organization is not registered with the Oregon Secretary of State's office.
2. A political committee that has filed a statement of organization under ORS 260.039 or 260.042
3. A state agency
4. A local government, or an agency or department of local government

### **What items and services may a wholesaler/manufacturer of alcohol donate or provide to a nonprofit organization with a TSL-NP?**

Oregon law allows a manufacturer/wholesaler (supplier) of alcohol to donate or provide the following products and services to a nonprofit organization holding a TSL-NP:

- Malt beverage, wine or cider that the supplier normally sells. This alcohol may be provided for free, at a discounted price, or at the regular price. Any of this alcohol manufactured in Oregon may be directly donated by the supplier. Any of this alcohol manufactured outside of Oregon is required to come into Oregon through an Oregon licensed wholesaler
- Distilled spirits that the supplier normally sells. This alcohol may be provided for free, at a discounted price, or at the regular price. The manufacturer or its representative must obtain this alcohol through the OLCC
- Credit or cash refund for unsold product
- Services to support the product. This includes employees with valid service permits or a successfully completed server education class in the last five years to sell or serve the alcohol product
- Interior/exterior display banners (no size limits)
- Equipment (which may be provided for no more than ten days). This is picnic pumps, cold plates, tub, refrigerated vans, refrigerated trailers, and refrigerated draft systems

### **How do I start the process of obtaining a TSL?**

Contact the OLCC office regulating the county in which your event will happen to learn more about the requirements of a TSL and how to submit an application.

Please note that TSL applications take several days for the OLCC to process. Even for events that seem routine, the OLCC may need up to 2 to 4 weeks to process the application. Please submit your application to the OLCC in plenty of time prior to your event to allow the OLCC time to process it.

After you complete a TSL application, but before submitting it to the OLCC, you will likely need to get it signed by the local governing body (usually city or county) in which your event will take place. The local governing body may have requirements that you will need to meet.

When you submit your application to the OLCC, you will work with your OLCC representative to address issues such as: whether or not minors will be allowed to attend the event, and if yes, where and when; the type and amount of food you will make available; if you will need to obtain and provide proof of liquor liability insurance; and what control measures you will have in place to prevent liquor law violations.