



NONPROFIT & CHARITABLE ORGANIZATION

EXEMPT EVENT REQUEST FORM

A nonprofit or charitable organization registered as such with the State of Oregon may obtain written authorization from the OLCC to sell alcoholic beverages, including through an auction or raffle, for up to 45 days in a calendar year without a license from the OLCC.

****Before you submit the Nonprofit & Charitable Organization Exempt Event Request Form, read the [Special Event Guide for TSLs and Exempt Events](#). Use this guide to assist you in selecting the appropriate option for your special event and for information about completing this form and conducting an Exempt Event.**

What is the exemption request process?

- A nonprofit or charitable organization must receive *prior* OLCC authorization for each event date.
- Consult with the city or county for any desired Exempt Event location prior to submitting this application to the OLCC to confirm that your event will comply with local regulations.
- To avoid a delay in processing your Exempt Event request form, and to increase the likelihood that the OLCC will be able to approve your exemption request in time for your event, please submit the Exempt Event Request form to the OLCC office serving the county in which your Exempt Event will happen. Find the OLCC office here: [OLCC offices & the counties they serve](#). If your event includes addresses served by different OLCC regional offices, submit the Exempt Event approval application to the regional office serving the address you listed on the application (do not submit the form to multiple OLCC offices).
- OLCC needs your completed Exempt Event request form in sufficient time to approve it. Submit a completed form to your OLCC office at least two weeks before the date(s) of an event.
- Please note that if you plan to allow on-site consumption of alcohol and have 501 or more individuals at any event location or address, you will be required to submit a site plan drawing and [Exempt Event Operational Plan](#) for each location where there will be on-site consumption of alcohol and 501 or more individuals in attendance on a given event date.



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APPLICATION

EXEMPT EVENT PRIVILEGES:

- Sell distilled liquor, malt beverages, wine, cider, and donated homemade malt beverages, wine and fermented fruit juices by the drink for consumption in the Exempt Event area.
- Sell malt beverages, wine, and cider in factory-sealed containers or securely covered containers, and donated homemade malt beverages, wine and fermented fruit juices in securely covered containers for consumption outside of the Exempt Event area.
- **Sell up to a total of four liters per calendar year** of distilled liquor in factory-sealed containers for consumption outside of the Exempt Event area. This four liter limit applies to the organization conducting the Exempt Event for the entirety of the calendar year, regardless of whether there are multiple events or recipients.
- Delivery of up to four liters of distilled liquor in a factory-sealed containers per year, or malt beverages, wine, and cider in factory-sealed containers or securely covered containers. Deliveries must occur during the period of the Exempt Event approval.
- Auction or raffle factory-sealed containers of alcohol (again, no more than 4 liters total for the calendar year of distilled liquor) for consumption outside of the Exempt Event area.
- Auction or raffle open containers of alcohol for consumption in the Exempt Event area.

PLEASE PRINT

1. Applicant (name of nonprofit or charitable organization):

2. Registry Number:

3. Mailing Address of Organization:

4. City:

5. State:

6. Zip Code:

7. Contact Person:

8. Contact Phone:

9. Contact E-Mail:

10. Date or dates of event (may not be more than 45 days in a calendar year):

11. Address of event:

(Street)

(City)

(Zip Code)

12. Will there be more than one address associated with this exempt event on a given event date? YES NO

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13. Will you offer drinks or tastes of alcohol for consumption at any of the Exempt Event locations?

YES **Answer question 14.**

NO Skip to the affirmation and signature section of this application.

14. Will there be 501 or more individuals in attendance at any address or location for the Exempt Event on a given event date?

YES **In order to obtain approval from the OLCC for your Exempt Event, in addition to this application, for each address or location where there will be 501 or more individuals in attendance on a given event date you must:**

- **Submit a site plan drawing showing the boundaries of the Exempt Event area, and**
- **Complete an [Exempt Event Operational Plan](#).**

NO Skip to the affirmation and signature section of this application.

AFFIRMATION AND SIGNATURE

I affirm the following:

- I am authorized to sign this application on behalf of the applicant listed above.
- The applicant is either a nonprofit organization registered with Oregon Secretary of State or a charitable organization registered with Oregon Department of Justice.
- The applicant has or will consult with each local city or county in which the event is held to ensure compliance with local regulations.
- I have read and understand the best practices for Exempt Events outlined in the [Special Event Guide for TSLs and Exempt Events](#)

REPRESENTATIVE'S PRINTED NAME:

REPRESENTATIVE'S SIGNATURE (electronic signature acceptable): _____

Date:

SEND THE EXEMPTION REQUEST FORM TO AN OLCC OFFICE THAT COVERS A LOCATION FOR YOUR EVENT. ([OLCC Office Locations](#))

OLCC USE ONLY

This event is authorized only when this form is signed by an OLCC representative.

OLCC Signature _____ Date: _____