



**REQUEST FOR GENERAL PRE-APPROVAL OF TEMPORARY OFF-PREMISES PRIVATE CATERED EVENTS FOR:**

- **FULL ON-PREMISES SALES LICENSEES**
- **LIMITED ON-PREMISES SALES LICENSEES**

*Please Print or Type*

Applicant / Licensee Name: \_\_\_\_\_

Trade Name (dba): \_\_\_\_\_

Business Location Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Email: \_\_\_\_\_

My OLCC annual license is a: \_\_\_\_\_  
(License Type)

I affirm that I have read [OAR 845-005-0405](#). I am requesting general pre-approval to conduct temporary off-premises private catered events as described in OAR 845-005-0405. I affirm at **each event I cater where I provide alcoholic beverages**:

- There will be a contract between me, as the licensee, and a client to provide alcoholic beverages and food service for a specific number of guests or participants;
- The event will not be open to the general public unless the purpose of the event is fund raising for a charitable or nonprofit organization that is registered as such with Oregon’s Secretary of State;
- I, as the licensee, will never be the client;
- Alcoholic beverage service will only be in conjunction with food service;
- The provision of alcoholic beverages at the catered event will not be more than one license day’s duration unless the event is a closed conference or seminar;
- Minor patrons (individuals under the age of 21) will not be allowed to buy, possess, or consume alcoholic beverages, and if the event will be on any part of a premises, room, or area with an annual license issued by the Commission, minors will not be allowed in any area prohibited to minors; and
- Visibly intoxicated people will not be allowed to buy, possess, or consume alcoholic beverages.

**I affirm that I am authorized to sign this application on behalf of the applicant.**

Name (please print): \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Return completed form to your OLCC contact person or to: [olcc.liquorlicenseapplication@oregon.gov](mailto:olcc.liquorlicenseapplication@oregon.gov)