

COVID-19 SPECIAL EVENT SUPPLEMENT

This form is to be used by special event applicants during the period of Oregon's COVID-19 Risk and Protection framework that went into effect December 3, 2020.

This form supplements the special event license application. Please complete all questions in this supplemental form in addition to the special event license application. The questions in this supplemental form are used to evaluate whether the event may be approved based on [a county's risk status](#). Please submit this supplemental form along with your special event license application or to the OLCC office where you submitted your special event license application.

APPLICANT NAME	<input type="text"/>	
EMAIL	<input type="text"/>	
CONTACT PERSON	<input type="text"/>	
CONTACT PHONE	<input type="text"/>	
EVENT NAME	<input type="text"/>	
DATE(S) OF EVENT	<input type="text"/>	
EVENT ADDRESS	<input type="text"/>	
<input type="text"/>	OR	<input type="text"/>
<i>City</i>	<i>State</i>	<i>ZIP code</i>

1. In which county will this event occur?

2. What are the proposed operational hours on a given event day?

3. What is the planned indoor attendance at the event **at any one time**?

4. What is the planned outdoor attendance at the event **at any one time**?

5. If the special event premises includes both indoor and outdoor spaces, what is the planned combined attendance between the indoor and outdoor areas **at any one time**?

6. Do you plan to limit the group or party size for participants at your event? If so, what is the planned group or party size limit?

7. Do you plan to offer on-premises consumption of alcohol at this event?

- a. No on-premises consumption
- b. Only alcohol tastes: ½ ounce distilled spirits, 1.5 ounces of wine or cider, or 3 ounces for malt beverage
- c. Alcohol in portion sizes larger than alcohol tastes as described above (alcohol drinks)
- d. Both alcohol drinks and alcohol tastes

8. If you are planning to allow on-premises consumption of alcohol during the event, where will the on-premises consumption of alcohol occur?

- a. Not applicable
- b. Indoors
- c. Outdoors
- d. Both indoors and outdoors

9. Will there be other alcohol licensees participating in this event?

10. Describe the venue where the event will occur, such as in a retail store, farmers market, event hall, fairgrounds, etc.

11. Will sales of alcohol for this event occur through the Internet, such as through a website or mobile application?

a. If yes, what is your plan for getting the alcohol to those who purchased the alcohol through a website or mobile application?

If you plan to offer [indoor entertainment](#) or [outdoor entertainment](#) as a part of your event, you must do so only if the entertainment [is allowed](#) for the [risk level status of the county](#) where the event will occur.

For submission of your application and payment of the license fee, you must first email or call the local OLCC office.

- OLCC offices are open only by APPOINTMENT.
- Find contact information for the OLCC offices and the counties they serve, [here](#).
- For events in a county served by the Portland Regional Office, email: OLCC.SpecialEvents@oregon.gov