

COVID-19 MODIFICATIONS TO SPECIAL EVENT LICENSING

INTRODUCTION

The OLCC recognizes that the behavior of the COVID-19 virus throughout the state of Oregon is unpredictable and as a result, the Governor and the Oregon Health Authority (OHA) must adapt public health directives to respond to conditions of the virus at a moment's notice. These public health requirements change frequently, have the force of law, and impact the ways that special event licensees may lawfully operate under the special event license. Therefore, the OLCC is taking a new statewide approach to accepting special event license applications.

WHAT'S IN THIS DOCUMENT

- [OLCC's process for evaluating special event license applications](#)
- [Special event licensee responsibility to verify county status at time of event](#)
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- [Applying for a special event license](#)

OLCC PROCESS FOR EVALUATING SPECIAL EVENT LICENSE APPLICATIONS

Moving forward, statewide, the OLCC will **evaluate** all types of [special event licenses](#) (see the last page in this document for a list of special event license-types). However, the OLCC will **not accept** a special event license application if, **on the date the OLCC receives the application**, the currently known status that the county will be in on the event date means the activities proposed in the license application would be prohibited by [Governor's Executive Orders](#) or [OHA guidance](#).

SPECIAL EVENT LICENSEE RESPONSIBILITY TO VERIFY COUNTY STATUS AT TIME OF EVENT

If the OLCC approves a special event license, it is up to the special event licensee to confirm that it is operating in compliance with the [Governor's Executive Orders](#) and [OHA guidance](#) in effect [in the county](#) where the event will occur *at the time of the event*. If you need to cancel your special event license because of the status the county is in *at the time of the event* (or for any other reason), you may request a refund of the special event license fee by [contacting the OLCC office](#) that approved your special event license application. Please note it may take several weeks for the OLCC to process your refund request.

Special event licensees that operate in violation of the Governor's applicable Executive Orders or public health laws (OHA COVID-19 guidance) will be subject to enforcement action by the OLCC.

SPECIAL EVENT LICENSE ACTIVITIES BASED ON COUNTY STATUS

INFORMATION FOR COUNTIES IN A "FREEZE" STATUS

If the [county](#) where your event will occur is in "Freeze" status *at the time of the event*, special event licensees may only sell alcohol for off-premises consumption at the event.

Resources to consult for conducting your special event in a Freeze county:

- [OHA's Statewide Freeze Guidance – Retail Stores](#)
- [OHA's Statewide Freeze Guidance – Restaurants, Bars, Breweries, Brewpubs, Wineries, Tasting Rooms and Distilleries](#)
- [Executive Order 20-65: Temporary Freeze to Address Surge in COVID-19 cases](#)

If you have questions about whether or not your proposed event will comply with the OHA's applicable public health guidance, contact OHA at: COVID.19@dhsoha.state.or.us

INFORMATION FOR COUNTIES IN PHASE I

If the [county](#) where your event will occur is in Phase I *at the time of the event*, you may exercise **ALL special event license privileges related to the sales and service** of alcohol (including sales of alcohol for on-premises consumption).

However, there are limitations to the ways in which you may operate, depending on venue and other considerations. Resources to consult for conducting your event in a Phase I county:

- [OHA's Phase I Reopening Guidance for Restaurants, Bars, Breweries, Tasting Rooms, and Distilleries](#)
- [OHA's Phase I Reopening Guidance FAQs](#)
- [OHA's Statewide Gatherings, Indoor Social Get-Together Guidance](#)
- [OHA's Statewide Reopening Guidance – Indoor and Outdoor Markets and Street Fairs](#)
- [OHA's reopening guidance tool \(sector-specific guidance\)](#)

If you have questions about whether or not your proposed event will comply with the OHA's applicable public health guidance, contact OHA at: COVID.19@dhsoha.state.or.us

INFORMATION FOR COUNTIES IN PHASE II

If the [county](#) where your event will occur is in Phase II *at the time of the event*, you may exercise **ALL special event license privileges related to the sales and service** of alcohol (including sales of alcohol for on-premises consumption).

However, there are limitations to the ways in which you may operate, depending on venue and other considerations. Resources to consult for conducting your event in a Phase II county:

- [OHA's Phase II Reopening Guidance for Restaurants, Bars, Breweries, Tasting Rooms, and Distilleries](#)
- [OHA's Phase II Reopening Guidance FAQs](#)
- [OHA's Phase II Venue and Event Operator Guidance](#)
- [OHA's Statewide Reopening Guidance – Indoor and Outdoor Markets and Street Fairs](#)
- [OHA's reopening guidance tool \(sector-specific guidance\)](#)

If you have questions about whether or not your proposed event will comply with the OHA's applicable public health guidance, contact OHA at: COVID.19@dhsosha.state.or.us

"VIRTUAL" SPECIAL EVENTS

WHAT IS A VIRTUAL SPECIAL EVENT?

A virtual special event is an event during which a nonprofit temporary sales licensee (TSL-NP) or a for profit temporary sales licensee (TSL-FP) will solicit and accept orders for alcohol and/or accept payment for alcohol through the internet such as through a website or mobile application. Event attendees will not be present in person at the special event licensed location and there is no on-premises consumption offered at the special event licensed location as a part of the event.

Virtual special events are allowed statewide, regardless of the status the county is in.

A special event license is needed for any of the following activities that may be associated with a virtual special event:

- Accepting orders for alcohol (commitment to purchase)
- Accepting payment for alcohol (including ticket sales where alcohol is included in the price of the ticket)
- Storing alcohol with the intent to sell
- Pick-up of the alcohol by consumers who purchased the alcohol through the internet (i.e. a pick-up party)

PICK-UP AND DELIVERY OF ALCOHOL PURCHASED AT A SPECIAL EVENT

PICK-UP

Consumers may pick-up alcohol that is sold under a special event license only on a licensed premises. This can be the special event licensed premises, or if the special event license is held by an annual licensee, the pick-up can be at the licensee's annually licensed premises.

DELIVERY

With the exception of a TSL-NP held by a nonprofit trade association comprised of winery licensee members, none of the special event licenses allow for delivery of alcohol. If the special event licensee also holds an annual license that allows for delivery of alcohol, the licensee may only accept orders for delivery of alcohol and complete deliveries of alcohol under the annual license.

HOW DO I APPLY FOR A SPECIAL EVENT LICENSE?

1. Fill out the appropriate application form.
 - a. [Special Event Brewery \(SEB\)](#)
 - b. [Special Event Brewery-Public House \(SEBPH\)](#)
 - c. [Special Event Distillery \(SED\)](#)
 - d. [Special Event Grower Sales Privilege \(SEG\)](#)
 - e. [Special Event Winery \(SEW\)](#)
 - f. [Temporary Use of Annual License \(TUAL\)](#)
 - i. NOTE: The TUAL does not allow for off-premises sales of alcohol. This means that if the county where the event will occur is in Freeze status *at the time of the event*, the TUAL licensee will not be able to exercise any privileges of the special event license.
 - g. [Temporary Sales License \(TSL\)](#)
 - h. [Non-Profit Temporary Sales License \(TSL-NP\)](#)
2. Prior to submitting your application to your local OLCC office, ensure the local government where the event will take place signs off on your application (the local government is either the local city if the event address is within the city's limits or the local county if the event address is outside the city's limits). The local government may charge you a fee.
3. After getting your application signed by the local government, contact the OLCC office regulating the county in which your special event will happen. Find the OLCC office here: [OLCC offices & the counties they serve](#)
 - a. OLCC offices are **open only by APPOINTMENT**. You must first email or call the local OLCC office to arrange for submission of your application and payment of the license fee.
 - i. For events in a county served by the Portland Regional Office, email: OLCC.Specialevents@oregon.gov