



OREGON LIQUOR & CANNABIS COMMISSION

Instructions for Special Event – Event Map

When this form is required: An event map will be required to be completed and submitted as part of a special event application if the event has an expected daily attendance of 501 or more, **OR** if the event is partially or fully outdoors.

INSTRUCTIONS:

- **Applicant** draws or prints the event map on the form itself or as a separate document, with additional pages attached if needed, and uploads the map(s) as part of their OLCC special event application on the documents tab of the application.

MAP DETAILS:

- Include the specific boundaries of your licensed area in relation to its surroundings.
- Include public entrances and cross streets if applicable
- Label areas within your licensed areas i.e. where alcohol is served, seating, where food is served, security checkpoints
- Use separate pages if necessary to define the licensed area
- Satellite imagery (such as google maps) is useful to show where an event is, but they are not enough to describe the layout of the event itself. Please include additional maps that detail the event layout if you are submitting satellite imagery.



Special Event – Event Map

Section 1 – Applicant/Event Info

Applicant name(s):

Event name:

Section 2 – Map

Please submit your map on this form below. Please highlight your licensed area at this location.
Attach additional pages as needed.