



OREGON LIQUOR & CANNABIS COMMISSION  
**APPLICATION FOR TEMPORARY SALES LICENSE  
– FOR-PROFIT (TSL-FP)**

**PLEASE READ: ELIGIBILITY FOR A TSL-FP**

**YOU ARE ELIGIBLE** if you are any person or organization who does not manufacture alcoholic beverages and who does not import or cause to be imported into Oregon an alcoholic beverage for sale or distribution in Oregon.

The following OLCC annual licensees are also eligible: **Full On-Premises, Limited On-Premises, Off-Premises, and Brewery-Public House.**

**YOU ARE NOT ELIGIBLE** if you are a person or organization who makes alcoholic beverages within Oregon or who imports or causes to be imported into Oregon an alcoholic beverage for sale or distribution in Oregon.

This includes the following OLCC licensees: **Brewery, CERA, CERD, Distillery, Grower Sales Privilege, Warehouse, Wholesale Malt Beverage and Wine, and Winery.**

Wineries, breweries, distilleries, and wholesalers **in other states** are also **not eligible** for a TSL-FP.

**TSL-FP LICENSE PRIVILEGES**

- Sell at retail distilled spirits, malt beverages, wine, and cider by the drink for consumption in the special event licensed area (provided you meet the food service requirements).
- Sell at retail factory-sealed containers of malt beverage, wine, and cider meant for drinking off of the special event licensed area. Note: you may not sell bottles of distilled liquor.
- Sell at retail malt beverages, wine, or cider in a securely covered container (growlers) meant for drinking off of the special event licensed area. The container may not hold more than two gallons.
- Auction (but not raffle) at retail factory-sealed containers of malt beverage, wine, and cider (but not distilled liquor) for consumption off of the premises.
- Auction (but not raffle) at retail open containers of alcohol for consumption on the premises.
- Delivery of malt beverages, wine, or cider. Deliveries must occur during the period of the special event license.

**Before you submit your application, read the [Special Event Guide for TSLs and Exempt Events](#). This guide will assist you in selecting and completing the appropriate special event application, as well as answering additional questions you may have.**

**DIRECTIONS FOR COMPLETING THE TSL-FP APPLICATION**

1. **Fill out the TSL-FP application form** completely.
  - NOTE: You may apply for a **maximum of seven license days** per application. A license day is from 7:00 am to 2:30 am on the succeeding calendar day.
2. Get your application **signed by the local government** where the event will take place **before** you submit it to the appropriate OLCC office. The local government is either (1) the city if the event address is within the city's limits, or (2) the county if the event address is outside city limits. The local government may charge you a fee.
3. **Submit** your special event license application, the **license fee of \$50 per day**, and any other required documents to the **regional OLCC office** that serves the county where your special event will take place. Submitting your materials and fees to the correct office will ensure your application is processed in time for your event.
  - For mailed-in submissions, license fees can be paid by **check or money order** payable to OLCC.
  - **Cash payments** can be made **in person** at your regional OLCC office when you submit your application.
  - Find the appropriate OLCC office here: [OLCC offices and the counties they serve](#).

**Processing time:** OLCC needs your completed application in sufficient time to approve it. OLCC may refuse to process your application if it is not submitted with sufficient time.

- For events with expected attendance of **1,000 or fewer**, submit all materials **at least two weeks** before the first listed event date.
- For events with expected attendance of **more than 1,000**, submit all materials **at least 30 days** before the first listed event date.



## OREGON LIQUOR & CANNABIS COMMISSION APPLICATION FOR TEMPORARY SALES LICENSE – FOR-PROFIT (TSL-FP)

### TSL-FP FOOD SERVICE REQUIREMENTS

- For events that serve distilled liquor by the drink, **at least three different meals** are required. These events may also serve malt beverages, wine, and/or cider. This includes tastings.
- For events that serve only malt beverages, wine, and/or cider by the drink (but no distilled liquor), **at least two different meals** are required. This includes tastings.
- For events that serve no alcohol by the drink and only sell sealed containers for consumption off the licensed premises, **no meals are required**.

### WHAT CONSTITUTES A MEAL?

A meal is a food item that is typically served as a main course or entrée. Some examples are fish, steak, chicken, pasta, pizza, and sandwiches. Side dishes, appetizer items, dessert items, and snack items such as popcorn, peanuts, chips and crackers do not qualify as meals. Different sizes of the same item are not considered different.

### IS THERE AN EXCEPTION TO THE FOOD SERVICE REQUIREMENT?

The OLCC must determine that the clearly dominant emphasis is food service at all times in the area where alcohol service is available in order for you to provide only one meal. The OLCC will work with you to make this determination prior to approving your application.

### WHAT DOES IT MEAN TO PROVIDE FOOD SERVICE “AT ALL TIMES AND IN ALL AREAS WHERE ALCOHOL SERVICE IS AVAILABLE”?

Patrons must be able to obtain food service inside the special event licensed area. You may use either of the following two methods to provide food service:

- Within all areas where alcohol service is available, have the minimum required food items available for patrons at all times; or
- Within all areas where alcohol service is available, have a menu which includes the minimum required food items available for patrons at all times and be able to provide the food items in the area if a patron chooses to order food. The food items could be kept at a location other than the area where the alcohol is served; however, you must be able to provide the food items to the patron in the area where alcohol service is available.

### MAY I USE FOOD PROVIDED BY A CONTRACTOR OR CONTRACTORS TO MEET THE FOOD REQUIREMENT?

Yes, the food service may be provided by someone other than you; however, even if food service is provided by a contractor, you are fully responsible for compliance with the food requirements. You may sell or serve alcohol only when food service that meets the requirement is provided to patrons at all times and in all areas where alcohol service is available.

The contract may be between:

- You (the OLCC licensee) and the food service contractor; or
- The organizer of the event and the food service contractor.

The food service contract does not need to be in writing; however, you may sell or serve alcohol only when qualifying different meals are available in the licensed area.

### OTHER IMPORTANT INFORMATION

**OLCC may refuse to process your application** if it is not complete or is not submitted in sufficient time for the OLCC to investigate. Typically, an application that is accepted by the OLCC as complete at least two to four weeks before the event date is sufficient time to process most applications.

**Managing Your Event** - Not following your written plan for managing your event may result in liquor law violations and may cause the OLCC to deny your future TSL applications.

**Marijuana use is not allowed:** The use of marijuana (both recreational and medical) is not allowed on your special event licensed premises.



OREGON LIQUOR & CANNABIS COMMISSION  
**APPLICATION FOR TEMPORARY SALES LICENSE  
 – FOR-PROFIT (TSL-FP)**

**APPLICATION: Page 1 of 2**

1. Is this application associated with an eligible OLCC annual licensee? Yes  No

• If yes, please provide the following:

Trade Name (dba)	License #

2. Applicant Name: \_\_\_\_\_

3. Contact Person: \_\_\_\_\_

4. Contact Phone: \_\_\_\_\_

5. Contact E-mail: \_\_\_\_\_

6. Event Name (if applicable): \_\_\_\_\_

7. Date(s) of event (**no more than seven days**): \_\_\_\_\_

8. Start/End hours of alcohol service: \_\_\_\_\_ to \_\_\_\_\_ (include AM/PM)

9. Address of Special Event: \_\_\_\_\_ (street) \_\_\_\_\_ (city) \_\_\_\_\_ (zip code)

10. Is any part of the special event licensed premises outdoors?  Yes  No

• If **yes**, please **submit a drawing** showing the licensed area and how the boundaries of the licensed area will be identified.

11. List the name(s) and service permit number(s) of alcohol manager(s) that will be on-duty and in the licensed area:  
 \_\_\_\_\_

12. What is the expected attendance per day in the area where alcohol will be sold or consumed? \_\_\_\_\_

- If the expected attendance per day in the licensed area (where alcohol will be sold or consumed) is **501 or more**, please **submit a Plan to Manage** along with this application.
- If the expected attendance is **301 or more** per day, the event must have at least \$300,000 of liquor liability insurance coverage (ORS 471.168) and you must *also* answer questions 13 and 14. If your answer is 300 or fewer per day, please skip questions 13 and 14.

13. Insurance Company: \_\_\_\_\_ 14. Policy #: \_\_\_\_\_

15. Will you be serving alcohol by the drink at the event?  Yes  No - If no, skip to Question 17

16. If **yes**, will you be serving distilled liquor by the drink at the event?  Yes  No

• Events serving distilled liquor by the drink are required to have **three meals available**; events serving only beer, wine, and/or cider are required to have **two meals available**. Please list the meals that will be available at the event to satisfy this requirement. See page 2 for more information.

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_



**OREGON LIQUOR & CANNABIS COMMISSION**  
**APPLICATION FOR TEMPORARY SALES LICENSE**  
**- FOR-PROFIT (TSL-FP)**

**APPLICATION: Page 2 of 2**

**GOVERNMENT RECOMMENDATION.** Please read the instructions. You must obtain a recommendation from the local city or county before submitting this application to the OLCC.

17. Name of the **CITY** if the event address is within city limits: \_\_\_\_\_

**OR**

Name of the **COUNTY** if the event address is outside city limits: \_\_\_\_\_

**I affirm the following:**

- The information on this application is true and accurate.
- Minors (people under the age of 21) and visibly intoxicated people will not be allowed to buy, possess, or consume alcohol.
- The only open containers of alcoholic beverages that may be taken off the licensed area are securely covered containers (growlers) of malt beverage, wine, or cider. I will not allow any other open container of alcoholic beverage to leave the licensed area.
- Marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is prohibited on the special event licensed premises.
- The event will meet the food service requirements of a TSL-FP. See page 2 of the guide above or the [Special Event Guide for TSLs and Exempt Events](#) for additional information.
- I am authorized to sign this application on behalf of the applicant.

Name of individual signing (please print): \_\_\_\_\_

SIGNATURE (electronic signature acceptable): \_\_\_\_\_ Date: \_\_\_\_\_

**CITY OR COUNTY USE ONLY** The city/county named in #16 above recommends:

Grant     Acknowledge     Deny (attach written explanation of Deny recommendation)

Staff Name and Title: \_\_\_\_\_

City/County Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FORM TO OLCC:** This license is valid only when signed by an OLCC representative. Submit your special event application to the OLCC office that regulates the county where your special event will happen. Find the OLCC office here: [OLCC offices & the counties they serve.](#)

**OLCC USE ONLY** Fee Paid: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_

License is:  Approved     Denied     Not Processed – Reason: \_\_\_\_\_

**OLCC Signature:** \_\_\_\_\_ Date: \_\_\_\_\_