



## PLAN TO MANAGE SPECIAL EVENTS

The OLCC may require some applicants for a special event license to submit this completed form to the OLCC prior to the OLCC approving an application for a special event.

Typically, the OLCC is likely to require this form with events where minors and alcohol will be allowed together and the expected attendance per day in the area where alcohol will be sold or consumed is 501 or more. However, please note that there may be other circumstances under which the OLCC may require an applicant to submit this form.

If there will be more than one applicant applying to make alcoholic beverages available in the same area(s) of the same event, all applicants may agree to submit and follow one plan.

1. Applicant Name: \_\_\_\_\_

2. Email: \_\_\_\_\_

3. Event Name: \_\_\_\_\_

4. Date(s) of event: \_\_\_\_\_

5. Start/End hours of alcohol service: \_\_\_\_\_ (am / pm) to \_\_\_\_\_ (am / pm)

6. Event Street Address: \_\_\_\_\_

7. City: \_\_\_\_\_ 8. County: \_\_\_\_\_ 9. Zip \_\_\_\_\_

(If multiple addresses, please submit the Address Supplemental form)

10. Will minors be allowed at the event?  Yes  No

11. If yes, will minors and alcoholic beverage be allowed together in the same area?  Yes  No

12. Will any portion of the licensed premises be prohibited to minor patrons?  Yes  No

**If yes**, describe your plan to prevent minor patrons from gaining access to the prohibited area:

13. Estimated total attendance per day in area(s) where alcoholic beverage will be sold or consumed: \_\_\_\_\_

14. List name(s) and contact phone(s) of **alcohol manager(s)** on-duty and in the licensed area:

15. Describe the primary activities within the licensed area:

16. Do you estimate that 30 percent or more of the people attending the event will be between 15 and 20 years of age?

Yes      No

17. Do you estimate the number of patrons in the licensed area will be about the same during the entire time that alcohol is sold or consumed?  Yes  No If no, what are the estimated times that a greater number of patrons will attend?

## PLAN TO MANAGE SPECIAL EVENTS

18. At any one time, what is the average range of the number of staff (such as managers, servers, security, alcohol monitors, ID checkers, etc.) on-duty, at the event, and whose job includes monitoring patron behavior?

19. Will **Alcohol Monitors** work in the licensed area? *(An Alcohol Monitor is a person in addition to alcohol servers and security staff who monitors the sale, service, and consumption of alcoholic beverages to help ensure that unlawful sales, service, and consumption of alcoholic beverages do not occur.)*

\_\_\_\_\_ Yes    \_\_\_\_\_ No

20. If yes to #19, list the minimum number of **Alcohol Monitors** you estimate will work during the estimated times when a greater number of patrons will attend and the estimated times when a regular number of patrons will attend:

\_\_\_\_\_ Minimum number during estimated times of greater patron attendance

\_\_\_\_\_ Minimum number during estimated times of regular patron attendance

21. If yes to #19, describe how **Alcohol Monitors** will be readily identifiable as such to patrons:

22. Will all **Alcohol Monitors** be required to have a service permit?    \_\_\_\_\_ Yes    \_\_\_\_\_ No

23. If no to #22, those **Alcohol Monitors** without a service permit must be uncompensated volunteers who are directly supervised in the licensed area by an individual who has successfully completed an Alcohol Server Education course within the last five years. Please list the name(s) of the supervisor(s) and their server education completion date(s):

24. Is the applicant a nonprofit or charitable organization registered with one of the following?

- \* Oregon Secretary of State. Check this site to determine if your organization has an Oregon Registry Number: [Oregon Secretary of State](#)
- \* Oregon Department of Justice. Check this site to determine if your organization is a charitable organization registered in Oregon: [Oregon Department of Justice - search for Oregon Charities](#)

\_\_\_\_\_ Yes

\_\_\_\_\_ No

24a. If yes to #24, will the applicant use servers who don't hold a service permit?    \_\_\_ yes    \_\_\_ no

24b. If yes to 24a, describe the plan to train these people in at least the following: recognizing minors; properly checking identification; and how to recognize and respond appropriately to visibly intoxicated persons:

25. Will security or ID checkers be required to have a service permit?    \_\_\_\_\_ yes    \_\_\_\_\_ no

If no, describe the plan to train these people in at least the following: recognizing minors; properly checking identification; and how to recognize and respond appropriately to visibly intoxicated persons:

## PLAN TO MANAGE SPECIAL EVENTS

26. Will servers, security, or ID checkers wear clothing or other designation which readily identifies them as such to patrons? \_\_\_\_\_ yes \_\_\_\_\_ no If yes, please describe:

27. Describe the alcoholic beverages meant for consumption in the licensed area:

	Size of Container (in which the Alcohol will be Served)	Maximum Amount of Alcohol in the Container
Malt Beverages		
Wine		
Cider		
Distilled Liquor		

28. Describe how containers used to serve alcoholic beverages for consumption in the licensed area will be of a different color and type when compared to containers used to serve nonalcoholic beverages:

29. What is the maximum number of containers of alcoholic beverages meant for consumption in the licensed area that a patron may possess at any one time? \_\_\_\_\_

30. Describe the level of lighting the licensed area will have to ensure the proper monitoring of patrons:

\_\_\_\_\_ A level of lighting sufficient to read common newspaper print; or

\_\_\_\_\_ A level of lighting that will be (please describe):

31. If other methods for adequately managing the licensed area will be used, describe them here (or submit a separate written, dated, and signed plan):

32. Applicant Name (please print): \_\_\_\_\_

33. Applicant Signature: \_\_\_\_\_

34. Date: \_\_\_\_\_