



NONPROFIT & CHARITABLE ORGANIZATION

EXEMPT EVENT REQUEST FORM

A nonprofit or charitable organization registered as such with the State of Oregon may obtain written authorization from the OLCC to sell alcoholic beverages, including through an auction or raffle, **for up to 45 days in a calendar year** without a license from the OLCC.

****Before you submit the Nonprofit & Charitable Organization Exempt Event Request Form, read the [Special Event Guide for TSLs and Exempt Events](#). Use this guide to assist you in selecting the appropriate option for your special event and for information about completing this form and conducting an Exempt Event.**

What is the exemption request process?

- A nonprofit or charitable organization must receive *prior* OLCC authorization for each event date.
- Consult with the city or county for any desired Exempt Event location prior to submitting this request form to the OLCC to confirm that your event will comply with local regulations.
- To avoid a delay in processing your Exempt Event request form, and to increase the likelihood that the OLCC will be able to approve your exemption request in time for your event, please submit the Exempt Event Request Form to the OLCC office serving the county in which your Exempt Event will happen. Find the OLCC office here: [OLCC offices & the counties they serve](#). If your event includes addresses served by different OLCC regional offices, submit the Exempt Event Request Form to the regional office serving the address you listed on the form (do not submit the form to multiple OLCC offices).
- OLCC needs your completed Exempt Event Request Form in sufficient time to approve it. Submit a completed form to your OLCC office **at least two weeks** before the date(s) of an event.
- Please note that if you plan to allow on-site consumption of alcohol and have 501 or more individuals at any event location or address, you will be required to submit a site plan drawing and [Exempt Event Operational Plan](#) for each location where there will be on-site consumption of alcohol and 501 or more individuals in attendance on a given event date.

How may I acquire alcohol for my exempt event?

- The holder of an exempt event may acquire alcohol by any of the following means:
 - Through donation from an OLCC-licensed manufacturer, wholesaler, or retailer
 - By purchasing directly from an OLCC-licensed manufacturer, wholesaler, or retailer
- For information on receiving deliveries of alcohol for exempt events, please refer to the [Special Events Guide for TSLs and Exempt Events](#).

May I return unused malt beverages, wine and cider?

- OLCC written approval is not required for the holder of an exempt event to return malt beverages, wine, or cider to an Oregon manufacturer or wholesaler of alcoholic beverages; however, the manufacturer or wholesaler is not required to accept returns. If purchasing alcohol directly from a manufacturer, wholesaler, or retailer, it is recommended to notify them that you are purchasing alcohol for an exempt event and inquire about their return policy.

May I return unused distilled liquor to a retail liquor store?

- The container(s) must be unopened.
- The container must be returned to the retail liquor store at which it was purchased.
- The consumer must show proof of purchase (this is typically a receipt) for each container returned.
- The container will not be accepted if the retail sales agent or employee determines that the container has been tampered with.
- The container must be returned within 30 days of purchase.



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EXEMPT EVENT PRIVILEGES:

- Sell distilled liquor, malt beverages, wine, cider, and donated homemade malt beverages, wine and fermented fruit juices by the drink for consumption in the Exempt Event area.
- Sell malt beverages, wine, and cider in factory-sealed containers or securely covered containers, and donated homemade malt beverages, wine and fermented fruit juices in securely covered containers for consumption outside of the Exempt Event area.
- **Sell up to a total of four liters of distilled liquor per calendar year** of distilled liquor in factory-sealed containers for consumption outside of the Exempt Event area. This four-liter limit applies to the organization conducting the Exempt Event for the entirety of the calendar year, regardless of whether there are multiple events or recipients.
- Delivery of up to four liters of distilled liquor in a factory-sealed containers per year, or malt beverages, wine, and cider in factory-sealed containers or securely covered containers. Deliveries must occur during the period of the Exempt Event approval.
- Auction or raffle factory-sealed containers of alcohol (again, no more than 4 liters total for the calendar year of distilled liquor) for consumption outside of the Exempt Event area.
- Auction or raffle open containers of alcohol for consumption in the Exempt Event area.

PLEASE PRINT

1. Applicant (name of nonprofit or charitable organization): [Redacted]
2. SOS Registry Number: [Redacted]
3. Mailing Address of Organization: [Redacted]
4. City: [Redacted] 5. State: [Redacted] 6. Zip Code: [Redacted]
7. Contact Person: [Redacted]
8. Contact Phone: [Redacted]
9. Contact E-Mail: [Redacted]
10. Date(s) of event, including any auction and delivery dates (may not be more than 45 days in a calendar year):
[Redacted]
11. Address of event:
[Redacted] (Street) [Redacted] (City) [Redacted] (Zip Code)
12. Will there be more than one address associated with this exempt event on a given event date? YES NO

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13. Will you offer drinks or tastes of alcohol for consumption at any of the Exempt Event locations?

YES Answer question 14.

NO Skip to the affirmation and signature section of this form.

14. What is the expected attendance per day in the licensed area where alcohol will be sold and consumed?

If your answer to #14 is 501 or more, in addition to this request form, for each address or location where there will be 501 or more individuals in attendance on a given event date you must:

- Submit a site plan drawing showing the boundaries of the Exempt Event area, and
- Complete an [Exempt Event Operational Plan](#).

AFFIRMATION AND SIGNATURE

I affirm the following:

- I am authorized to sign this request form on behalf of the applicant listed above.
- The applicant is either a nonprofit organization registered with Oregon Secretary of State or a charitable organization registered with Oregon Department of Justice.
- The applicant has or will consult with each local city or county in which the event is held to ensure compliance with local regulations.
- I have read and understand the best practices for Exempt Events outlined in the [Special Event Guide for TSLs and Exempt Events](#)

REPRESENTATIVE'S PRINTED NAME:

REPRESENTATIVE'S SIGNATURE:

Date:

SEND THIS EXEMPT EVENT REQUEST FORM TO THE OLCC OFFICE THAT COVERS THE LOCATION FOR YOUR EVENT. ([OLCC Office Locations](#))

OLCC USE ONLY

This event is authorized only when this form is signed by an OLCC representative.

OLCC Signature Date: