



OREGON LIQUOR & CANNABIS COMMISSION

APPLICATION FOR TEMPORARY USE OF AN ANNUAL LICENSE (TUAL)

FULL ON-PREMISES SALES LICENSE TUAL PRIVILEGES

- Sell at retail distilled spirits, malt beverages, wine, and cider by the drink for consumption in the special event licensed area.
- Sell at retail malt beverages, wine, or cider in a securely covered container (growlers) for drinking off the special event licensed area. The container may not hold more than two gallons. You must not allow any other open container of alcohol to leave the licensed premises.
- Sell at retail malt beverages, wine, and cider in a factory-sealed container to consumers for consumption **off** the licensed premises.
- May deliver factory-sealed containers and securely covered containers (growlers) of malt beverages (beer), wine, and cider direct to consumer for consumption **off** the licensed premises; however, must follow the delivery rules under OAR 845-006-0392 and 845-006-0396. Delivery date(s) must be included in the listed event date(s) on the application.

LIMITED ON-PREMISES SALES LICENSE TUAL PRIVILEGES

- Sell at retail malt beverages, wine, and cider by the drink for consumption in the special event licensed area.
- 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. You must not allow any other open container of alcohol to leave the licensed premises.
- Sell at retail malt beverages, wine, and cider in a factory-sealed container to consumers for consumption **off** the licensed premises.
- May deliver factory-sealed containers and securely covered containers (growlers) of malt beverages (beer), wine, and cider direct to consumer for consumption **off** the licensed premises; however, must follow the delivery rules under OAR 845-006-0392 and 845-006-0396. Delivery date(s) must be included in the listed event date(s) on the application.

TUAL LICENSE FEE & APPLICATION STEPS

- **License Days:** In #11 below, you may apply for a maximum of **seven** license days per application form.
- The TUAL license fee is \$10.00 per license day (or any part of a license day). A license day is from 7:00 am to 2:30 am on the succeeding calendar day.
- To submit the application:
 1. Fill out the application and any additional forms (if applicable) completely.
 2. Submit the application to the local government identified in question #19. The local government will complete the gray box marked CITY OR COUNTY USE ONLY. They may charge a fee for this service. **You MUST complete this step prior to submitting your application to OLCC.**
 3. Submit your application to the OLCC office that serves the county where your event will take place:
 - 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](#).

Process Time

OLCC needs your completed application in sufficient time to approve it. Sufficient time is typically 2 to 4 weeks before the first event date listed in #11 below (some events may need extra processing time). OLCC may refuse to process your application if it is not submitted in sufficient time for the OLCC to investigate it.



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1. My Annual License Type is a: <input type="checkbox"/> FULL ON-PREMISES <input type="checkbox"/> LIMITED ON-PREMISES	
2. Licensee Name (please print):	
3. Email:	
4. Trade Name of Business:	5. Fax (Optional):
6. Street Address of <u>Annual</u> Business:	7. City:
8. Contact Person:	9. Contact Phone:
10. Event Name (if applicable):	
11. Date(s) of event (no more than seven days, must include delivery dates):	
12. Start/End hours of alcohol service: _____ to _____ (include AM/PM)	
13. Address of <u>Special Event</u> (Street, City and Zip):	
14. Is the event, or any part of the event, outdoors? <input type="checkbox"/> Yes <input type="checkbox"/> No	
14a. If yes , submit a drawing showing the licensed area and its boundaries.	
15. List the name(s) and service permit number(s) of alcohol manager(s) on-duty and in the licensed area:	
16. What is the expected attendance <u>per day</u> in the area where alcohol will be sold or consumed? _____ <ul style="list-style-type: none">• 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 <u>also</u> answer questions 17 and 18. If your answer is 300 or fewer per day, please skip to question 19.• If the expected attendance is 501 or more per day, you must submit a Plan to Manage along with this application along with answering questions 17 and 18.	
17. Insurance Company:	18. Policy #:
GOVERNMENT RECOMMENDATION You must obtain a recommendation from the local city or county before submitting this application to the OLCC.	
19. Name the city if the event address is within a city's limits, or the county if the event address is outside city limits:	



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FOOD SERVICE REQUIREMENT: OAR 845-006-0462 defines the Food Service Requirements for a TUAL. See page 4 for more details on this requirement.

- If distilled spirits are provided at the event, **at least five different meals** must be provided at all times and in all areas where alcohol service is available.
- If distilled spirits are NOT provided at the event, **at least two different meals** must be provided at all times and in all areas where alcohol service is available.

Please select the scenario listed above that matches your event details:

FIVE DIFFERENT MEALS: An event where distilled spirits are provided.

TWO DIFFERENT MEALS: An event where distilled spirits are NOT provided.

List the meals that will be provided at the event:

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | |

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 alcohol that may be taken off the licensed area are securely covered containers (growlers) of malt beverages, wine, or cider. I will not allow any other open container of alcohol to leave the licensed premises.
- 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 Temporary Use of an Annual License.
- I affirm I am authorized to sign this application on behalf of the applicant.

20. Applicant Name (print): _____

21. SIGNATURE: _____

22. Date: _____

CITY OR COUNTY USE ONLY

The city/county named in #19 above recommends:

Grant Acknowledge Deny (attach written explanation of Deny recommendation)

City/County Staff Name and Title: _____

City/County Signature: _____ Date: _____

FORM TO OLCC: This license is valid only when signed by an OLCC representative.

OLCC USE ONLY Fee Paid: _____ Date: _____ Receipt #: _____

License is Approved Denied Not Processed - Reason: _____

OLCC Signature: _____ Date: _____



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FOOD REQUIREMENTS FOR TUAL

WHAT AMOUNT OF FOOD MUST I PROVIDE?

- **Five different meals:** If distilled spirits are provided at the event, **at least five different meals** must be provided at all times and in all areas where alcohol service is available.
- **Two different meals:** If distilled spirits are NOT provided at the event, **at least two different meals** must be provided at all times and in all areas where alcohol service is available.

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.

WHAT DOES DIFFERENT MEAN?

Different means meals that the OLCC determines differ in their primary ingredients or method of preparation. For example, a turkey sandwich differs from a salami sandwich, a beef burger differs from a turkey burger, and fried chicken differs from baked chicken. Different sizes of the same item are not considered different.

IS THERE AN EXCEPTION TO PROVIDING THE TWO DIFFERENT MEALS?

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

IS PROVIDING TASTINGS OF ALCOHOL CONSIDERED PROVIDING ALCOHOL SERVICE?

Yes, providing tastings of alcohol is considered providing alcohol service; therefore, the food requirements must be met.

MAY I USE FOOD PROVIDED BY A CONTRACTOR(S) 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.

WHO CAN THE CONTRACT FOR THE FOOD SERVICE BE WITH?

The contract can be between:

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

DOES THE FOOD SERVICE CONTRACT NEED TO BE IN WRITING?

No, the food service contract does not need to be in writing; however, 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.