

# **Guidelines For Nonprofit Organizations And Special Events with Alcohol**

This guideline will help nonprofit organizations (and those involved helping them plan events) have a better understanding of:

- When a liquor license is required for a special event with alcohol
- What are examples of when a liquor license is needed
- What kind of liquor license to obtain
- Who can qualify as a nonprofit organization
- What items and services a wholesaler/manufacturer of alcohol can donate or provide to a nonprofit organization with a special liquor license
- How to get started obtaining a special liquor license

## **Does a nonprofit organization holding a special event that will include alcohol need a liquor license?**

The answer is: MAYBE.

IF payment or purchase is required, or if donations of money are accepted, for alcohol or for entry/admission, or for any other product or service, a liquor license from the OLCC is needed. The nonprofit organization must obtain a liquor license; have someone with an Oregon liquor license that is approved for retail sales provide the alcohol, or both.

IF there is no payment or purchase required, and no donations of money are accepted, for alcohol, or for entry/admission, or for any other product or service, a liquor license is NOT needed.

## **What are some examples of when a liquor license is needed by a nonprofit organization?**

- Selling malt beverages, wine, cider or distilled spirits for drinking on the premises
- Selling malt beverages, wine, or cider in factory-sealed containers for drinking off of the premises
- Providing alcohol and selling tickets or requiring payment for: admission; food or a meal; open house; fundraiser; entertainment function; or other event. Because a payment is required to receive something or to attend an event and alcohol is provided, a liquor license is needed for the time alcohol will be available
- Selling raffle tickets and alcohol will be a prize at the raffle. Because a payment is required to purchase the raffle ticket, a liquor license is needed for the time that the drawing is held and the winner is determined. (Only a nonprofit or charitable organization that is registered with the state may conduct a raffle.)
- Selling alcohol by means of an auction. Because a payment is required to obtain the alcohol, a liquor license is needed for the time that the alcohol will be auctioned. (However, a nonprofit organization may sell alcohol at auction once in a 12 month period without a liquor license. The nonprofit must first obtain written approval from the OLCC. Contact your local OLCC office for more information.)

## **So, if you need a liquor license, what kind of license should you get?**

When a nonprofit organization needs to obtain a liquor license for a special event, the type of liquor license to obtain is called a Temporary Sales License (TSL). A TSL can be issued in increments of five hour periods at a cost of \$25 per period (however, starting January 1, 2008 the cost will change to \$50 per day). A TSL allows the sale of distilled spirits, malt beverages, wine and cider for drinking on the licensed premises. It also allows for the sale of factory-sealed containers of male beverage, wine and cider for drinking off the licensed premises.

## **Who qualifies as a nonprofit organization?**

- A nonprofit or charitable organization that is registered with the state of Oregon
- A political committee that has filed a statement of organization under ORS 260.039 or 260.042

- A state agency
- A local government, or an agency or department of local government

## **What items and services can a wholesaler/manufacturer of alcohol donate or provide to a nonprofit organization with a TSL?**

Oregon law allows a manufacturer/wholesaler (supplier) of alcohol to donate or provide the following products and services to a nonprofit organization holding a TSL:

- Malt beverage, wine or cider. This alcohol may be provided for free, at a discounted price, or at the regular price. Any of this alcohol manufactured in Oregon may be directly donated by the supplier. Any of this alcohol manufactured outside of Oregon is required to come into Oregon through an Oregon licensed wholesaler
- Distilled spirits. This alcohol may be provided for free, at a discounted price, or at the regular price. The manufacturer or its representative must obtain this alcohol through the OLCC
- Credit or cash refund for unsold product
- Services to support the product. This includes employees with valid service permits or a successfully completed server education class in the last five years to sell or serve the alcohol product
- Interior/exterior display banners (no size limits)
- Equipment (which may be provided for no more than ten days). This is picnic pumps, cold plates, tub, refrigerated vans, refrigerated trailers, and refrigerated draft systems

## **Do your alcohol servers need a service permit?**

As long as the event occurs under a TSL issued to a nonprofit or charitable organization, alcohol servers (whether paid or not) are exempt from the service permit requirement IF they attend a licensee-provided training and sign the OLCC brochure *What Every Volunteer Alcohol Server Needs to Know*

## **How do you start the process of obtaining a TSL?**

Contact the OLCC office regulating the county in which your event will happen to learn more about the requirements of a TSL and how to submit an application.

Please note that TSK applications can take several days for the OLCC to process. Even for events that seem routine, the OLCC may need up to 10 days to process the application. For other events, like large events, it may take the OLCC more than 10 days to process the application. Please submit your application to the OLCC in plenty of time prior to your event to allow the OLCC time to process it.

After you complete a TSK application, but before submitting it to the OLCC, you may need to get it signed by the local governing body (usually city or county) in which your event will happen. The local governing body may have requirements that you will need to meet.

When you submit your application to the OLCC, you will work with you OLCC representative to address issues such as: whether or not minors will be allowed to attend the event, and if yes, where and when; the type and amount of food you will make available; if you will need to obtain and provide proof of liquor liability insurance; and what control measures you will have in place to prevent liquor law violations.

## **What is the contact information for the OLCC offices?**

Portland Office (503-872-5070)  
Clackamas, Columbia, Hood River, Multnomah and Washington counties

Warrenton Office (503-861-3912)  
Clatsop and Tillamook counties

Salem Office (503-378-4871)  
Linn, Marion, Polk and Yamhill counties

Eugene Office (541-686-7739)  
Benton, Douglas, Land and Lincoln counties

Medford Office (541-388-6292)  
Baker, Crook, Deschutes, Gilliam, Grant, Harney, Jefferson, Malheur, Morrow, Sherman, Umatilla, Union, Wallowa, Wasco and Wheeler counties