



OREGON LIQUOR CONTROL COMMISSION

Catering Pre-Approval Request for Full On-Premises and Limited On-Premises Sales Licensees

Please Print or Type

Licensee Name: _____ Phone: _____

Trade Name (dba): _____

Business Location Address: _____

City: _____ ZIP Code: _____

Complete this form, and attach a catering menu or sample catering menu and alcohol control plan. See the back of this form for alcohol control plan requirements and definitions.

I am requesting pre-approval to cater private, temporary events at locations other than my licensed business. If approved, I will provide (check all that apply):

- Small scale private catering (up to 100 patrons)
Large scale private catering (101 to 500 patrons)

I will cater the following types of events (check all that apply):

- Weddings, Receptions, Conferences, Parties, Picnics, Other (please list)

Alcohol will be served (check all that apply):

- to guests seated at tables, in confined areas (patrons aged 21 or older), at walk-up counters or bars, other (please describe)

I will cater events principally in the following cities and counties (attach additional sheet if needed):

Blank lines for listing cities and counties.

I understand that at each event I cater, I must serve food, some of which I prepare and cook, in sufficient quantities to provide at least one serving for each person at the event. At a minimum, the food must include at least two different substantial food or appetizer items. Chips, crackers, nuts and popcorn are not substantial food or appetizer items (OAR 845-006-0462).

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I understand if my answers are not true and complete, the OLCC may deny this application.

Applicant Signature: _____ Date: _____

OLCC USE ONLY: Premises No., License Type, Application status (Approved/Denied), by, Date

Important information about catering:

If this application is approved, the approval applies to catered events only. Catered events are private events where the licensee provides food and beverages pursuant to a contract with a client. The following events do not qualify for general pre-approval:

- ♦ events open to the general public*, unless the event is a fund raiser for a non-profit or charitable organization registered with the state of Oregon
- ♦ events where the licensee provides only alcohol service
- ♦ events where the food service is provided by someone other than the licensee*
- ♦ events held at the caterer's business location
- ♦ events that are more than one day in duration, other than closed conferences or seminars*
- ♦ events where more than 500 guests are expected*

* You can provide alcohol service at these types of events if you complete an OLCC Application for Temporary Use of Annual License for an Event at an Unlicensed Location, and receive OLCC approval prior to the event. Contact your local OLCC office for information or an application.

For more information on catering, see Oregon Revised Statutes (ORS) 471.184, and Oregon Administrative Rules (OAR) 845-005-0405, 845-005-0410, and 845-006-0462.

Control plan required for catering pre-approval:

Your application must include a written alcohol control plan that includes specific details on how you will manage patronage by minors and alcohol consumption by adults. The plan must address the measures you will take to control alcohol service at the following types of events:

- ♦ **Table service only** events where alcohol service is limited to patrons seated at tables
- ♦ **Confined area** events, where adults and minors are present, but alcohol service and consumption is confined to an adults-only area
- ♦ **Walk around, 21 and older** events where patrons obtain alcohol from a bar counter or other service area, and no minors are allowed at the event
- ♦ **Walk around, mixed age** events where there are both adults and minors present

For each type of event listed above, the control plan must include:

- ♦ the staff persons/positions responsible for checking identification, and where they will check ID (at patron's tables, at the bar or service counter, or at the entrance to a restricted age area)
- ♦ the types of identification you will accept as proof of age
- ♦ age standards for checking identification (OLCC rules require you to check the ID of anyone who appears to be under 26 before you sell or serve alcohol to them; do you set a higher standard, such as under 30?)
- ♦ the number of alcohol servers per 100 patrons

For walk around, mixed age events where more than 100 patrons are expected your control plan must also include:

- ♦ Alcohol control measures. Examples of control measures include using different types, colors, or sizes of cups for alcoholic and non-alcoholic beverages, or limiting patrons to two alcoholic beverages per purchase or service, or providing security personnel, ID checkers, or alcohol monitors (employees who primarily monitor alcohol service and consumption).
- ♦ If your alcohol control plan includes the use of security personnel, ID checkers, or alcohol monitors, include the criteria you use to determine when you will use them (for example, at events featuring live entertainment or dancing where more than 30% of the patrons are between 15- 20 years of age), the number you will provide per 100 patrons, and a description of how these employees are identifiable to other staff and patrons (will they wear uniforms, badges, buttons, or special t-shirts?).