



OREGON LIQUOR & CANNABIS COMMISSION

Instructions for Local Government Recommendation – Special Events License

The local government is as follows:

- (a) If the address of the event is within a city’s limits, the local government is the city.
- (b) If the address of the event is not within a city’s limits, the local government is the county.

The OLCC will accept local government recommendations for alcohol special events in two formats: the commission produced form, or a written endorsement produced by the local government that meets our standards described below. Annual Liquor License applications must have their recommendation given on their specific form, which is different from this special event form.

FORM INSTRUCTIONS:

• **Section 1: Applicant** completes Section 1 of this form and submits it to the appropriate city or county jurisdiction. Applicant verifies with the local government whether additional forms or fees are required. **Applicant completes payment to local jurisdiction for processing application if they require fees. This does not include OLCC license fees.**

• **Section 2: Local government** completes Section 2 of this form and returns it to the applicant. **Applicant** uploads the complete form and any supporting information provided by the city or county to CAMP.

WRITTEN RECOMMENDATION INSTRUCTIONS:

Instead of using this form, The OLCC will accept a written recommendation produced by the Local Government and given to the applicant to submit. The recommendation must be in written format such as letter or email, and includes the required information described below. Applicant uploads this recommendation and any supporting information provided by the city or county to CAMP.

Required Recommendation Information: The written recommendation must include the event applicant name, event name, event address, event license type, event dates, name of local government, name & title of reviewing official, date of review, and the recommendation outcome. Recommendation outcomes can be: Recommend Granting License, No Recommendation given/Neutral, or Recommend Denial. If recommending denial, please explain as to why it would meet the denial criteria in OAR 845-005-0308.

Special Event License Types	
Temporary Sales License, For Profit (TSL-FP)	Special Event Brewery-Public House (SEBPH)
Temporary Sales License, Non-Profit 1 (TSL-NP1)	Special Event Brewery (SEB)
Temporary Sales License, Non-Profit 2 (TSL-NP2)	Special Event Distillery (SED)
Temporary Use of Annual License – Limited (TUAL-L)	Special Event Grower Sales Privilege (SEG)
Temporary Use of Annual License – Full (TUAL-F)	Special Event Winery (SEW)



Local Government Recommendation – Special Event License

Section 1 – Submission - To be completed by Applicant:		
License Information		
Applicant Name(s): Unruh Management & Consulting, LLC	<input checked="" type="checkbox"/> Annual Licensee	
Event Name: Columbia Co Fair & Rodeo		
Event Address: 58892 Saulser Rd	Ste:	
City: St Helens	County: Columbia	Zip: 97051
License Type: Temp Use of Annual License	<input type="checkbox"/> At Existing Licensed Premises	
Application Contact Information		
Contact Name: Heather Irwin	Phone: 503-409-4328	
Mailing Address: PO Box 2234		
City: Salem	State: OR	Zip: 97308
Email Address: Heather.OregonBeverage@gmail.com or Heather@OregonBeverage.com		
Event Details		
Event Dates: July 16th -19th		
Event Times: 9 am - 12 am		
Expected Daily Attendance: 7,500	Peak Expected Attendance: 1500-3000	
To the best of your knowledge, is this the only special event application for this event? Y/N? Yes		
Please check all that apply to your proposed event:		
Off-Premises Sales:	<input type="checkbox"/> Beer/Wine/Cider	<input type="checkbox"/> Distilled Spirits
Tastings only:	<input type="checkbox"/> Beer/Wine/Cider	<input type="checkbox"/> Distilled Spirits
On-Premises Consumption:	<input checked="" type="checkbox"/> Beer/Wine/Cider	<input checked="" type="checkbox"/> Distilled Spirits
<input type="checkbox"/> Indoor Consumption	<input checked="" type="checkbox"/> Outdoor Consumption	
Food Service Available:		
<input checked="" type="checkbox"/> Proposing to Allow Minors		
Section 1 Continued on next page		



Local Government Recommendation – Special Event License

Section 1 Continued – Submission - To be completed by Applicant:

Applicant Name/Legal Entity Name: Unruh Management and Consulting, LLC - DBA Oregon Beverage Service

Event Name: Columbia County Fair

After completing section 1, please submit your application to the local government for recommendation

Section 2 – Recommendation - To be completed by Local Government:

Local Government Recommendation Proof of Acceptance

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name:

Optional Date Received Stamp

Date Application Received:

Received by:

- Recommend this license be granted**
- Recommend this license be denied** (Please include documentation that meets [OAR 845-005-0308](#))
- No Recommendation/Neutral**

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.