



**Guidelines for
Nonprofit Organizations
and
Special Events with Alcohol**

www.oregon.gov/OLCC

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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

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 in a licensed area.
- Selling malt beverages, wine, or cider in manufacturer-sealed containers for drinking off of the licensed area. NOTE: unless allowed under an auction or raffle approved by the OLCC, selling manufacturer-sealed containers of distilled spirits is not allowed.
- Making alcohol available and selling tickets, requiring payment or purchase, or accepting donations of money for: admission; membership; club dues; tip jar; food or a meal; open house; fundraiser; entertainment function; or other event. Because a payment is required or accepted to receive something or to attend an event and alcohol is made available, a liquor license is needed for the time alcohol will be available.

What about an auction or raffle?

Auction

Auctioning alcohol is considered a both a sale of alcohol and offering alcohol as a prize. OLCC written approval is required prior to conducting the auction. Here is the only situation where an auction is allowed:

1. A nonprofit or charitable organization registered in Oregon may sell wine, cider, malt beverages, and not more than four liters of distilled liquor (also commonly known as distilled spirits, hard liquor, and hard alcohol) in factory-sealed containers at auction without a license. The organization must receive written approval from the OLCC prior to conducting the auction, the organization may conduct no more than one auction in a 12-month period, and the auction may not last longer than one day.

Raffle

Raffling alcohol is considered a both a sale of alcohol and offering alcohol as a prize. Here are the three situations where a raffle is allowed:

1. A nonprofit or charitable organization registered in Oregon may sell wine, cider, malt beverages, and not more than four liters of distilled liquor (also commonly known as distilled spirits, hard liquor, and hard alcohol) in factory-sealed containers via a raffle without a license. The organization must receive written approval from the OLCC prior to conducting the raffle, the organization may conduct no more than one raffle in a 12-month period, and the raffle may not last longer than one day. Tickets for the raffle may be sold prior to the drawing; however, the drawing may be held only on the day the raffle is held and the winner is determined.
2. A nonprofit or charitable organization registered in Oregon wanting to conduct more than one raffle in a 12-month period must obtain a TSL for the second and subsequent raffles, and then, may raffle only wine, malt beverages, or cider. The nonprofit or charitable organization should obtain the TSL for the day and time that the raffle drawing is held and the winner is determined. Tickets for the raffle may be sold prior to the drawing without the requirement for a license during the time the tickets are being sold.
3. A nonprofit private club, such as a fraternal or veterans organization, with an OLCC Full On-Premises, Private Club license may raffle wine (but only wine) on the licensed premises.

[OLCC Link: Auctions and Raffles](#)

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 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 malt beverage, wine, and cider for drinking off the licensed premises. The OLCC charges \$50 a day for a TSL license. Please be aware that your local city/county may also charge a fee for their endorsement.

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 that the wholesaler/manufacturer normally sells. 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 that the wholesaler/manufacturer normally sells. 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?

TSL Application and Related Forms

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 TSL 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 TSL 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 your 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 (Main Office) (503-872-5070)

9079 SE McLoughlin Blvd.

PO Box 22297

Portland, OR 97269-2297

Regulates these counties: Clackamas, Columbia, Hood River, Multnomah, Wasco, and Washington

Bend (541-388-6292)
2146 NE 4th Street, Suite 160
Bend, OR 97701
Regulates these counties: Crook, Deschutes, Harney, Jefferson, and Wheeler

Coos Bay (541-266-7601)
500 Central
PO Box 1176
Coos Bay, OR 97420
Regulates these counties: Coos and Curry

Eugene (541-686-7739)
927 Country Club Rd, #200
Eugene, OR 97401
Regulates these counties: Benton, Lane, Lincoln, and Linn

Klamath Falls (541-883-5600)
700 Main St., #204B
Klamath Falls, OR 97601
Regulates these counties: Klamath and Lake

Medford (541-776-6191)
7 Crater Lake Ave. Suite A
Medford, OR 97504
Regulates these counties: Jackson and Josephine

Pendleton (541-276-7841)
700 SE Emigrant St. Suite 140
Pendleton, OR 97801
Regulates these counties: Baker, Grant, Gilliam, Malheur, Morrow, Sherman, Umatilla, Union, and
Wallowa

Roseburg (541-440-3362)
251 NE Garden Valley Blvd. #A3
Roseburg, OR 97470
Regulates this county: Douglas

Salem (503-378-4871)
200 Hawthorne Ave SE, Suite #B210
Salem, OR 97301
Regulates these counties: Marion, Polk, and Yamhill

Warrenton (503-861-3912)
65 N Highway 101, Suite 201
Warrenton, OR 97146
Regulates these counties: Clatsop and Tillamook