



Temporary Sales License – Nonprofit Type 1 (TSL-NP Type 1)

ELIGIBILITY FOR A TSL-NP TYPE 1

The following organizations and agencies may apply for this license:

1. A nonprofit or charitable organization registered as such with the State of Oregon:
 - Oregon Secretary of State. Check this site to determine if your organization has an Oregon Registry Number: [Oregon Secretary of State](#).
 - Oregon Department of Justice. Check this site to determine if your organization is a charitable organization registered in Oregon: [Oregon Department of Justice - search for Oregon Charities](#).

Common examples of when the OLCC can't recognize a nonprofit organization as a registered nonprofit or charitable organization are:

- The organization is registered with the federal government as a nonprofit but is not registered with the state of Oregon as a nonprofit or charitable organization.
 - A local organization is affiliated with a national organization that is registered with the federal government as a nonprofit but the local organization is not registered with the state of Oregon as a nonprofit or charitable organization.
2. An agency of the state.
 3. A local government or an agency or department of a local government.

LICENSE PRIVILEGES OF A TSL-NP TYPE 1

- Sell at retail distilled spirits, malt beverages, wine, and cider by the drink for consumption in the special event licensed area.
- Sell at retail factory-sealed containers of malt beverage, wine, and cider meant for drinking off of the special event licensed area. Note: you may not sell bottles of distilled liquor.
- 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.
- Auction (but not raffle) at retail factory-sealed containers of malt beverage, wine, and cider (but not distilled liquor) for consumption off the premises.
- Auction (but not raffle) at retail open containers of alcohol for consumption on the premises.
- Delivery of malt beverages, wine or cider. Deliveries must occur during the period of the special event license.
- Marijuana use is not allowed: The use of marijuana (both recreational and medical) is not allowed on your special event licensed premises.

****Before you submit an application for TSL-NP Type 1, read the [Special Event Guide for TSLs and Exempt Events](#). Use this guide to assist you in selecting the appropriate special event application and for completing the application. This guide also includes information about accepting items or services from a wholesaler or manufacturer of alcohol as a nonprofit special event licensee.****

OTHER IMPORTANT INFORMATION

- **OLCC may refuse to process your application** if it is not complete or is not submitted in sufficient time for the OLCC to investigate. Typically, an application that is accepted by the OLCC as complete at least two to four weeks before the event date is sufficient time to process most applications.
- **Managing Your Event** - Not following your written plan for managing your event may result in alcohol law violations and may cause the OLCC to deny your future TSL applications.



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DIRECTIONS FOR COMPLETING THE TSL-NP TYPE 1 APPLICATION

1. Fill out the TSL-NP Type 1 application form completely. If your event will be conducted at more than one address, use the TSL-NP Type 1 local governing body and address supplemental form at the end of this application to list the additional addresses.
2. Get the application signed by the local government where the event will take place before you submit it to your local OLCC office (the local government is either the local city if the event address or addresses are within the city's limits or the local county if the event address or addresses are outside the city's limits). The local government may charge you a fee.
 - a. If there is more than one event address on this application, *all the addresses for your event must be within the same local governing body jurisdiction*. If you cannot fit all addresses for the event in the space provided on the application, use the address supplemental page at the end of the application to list the addresses.
3. To avoid a delay in processing your special event license application and to increase the likelihood that the OLCC will be able to approve your application in time for your event, please submit your special event license application to the OLCC office serving the county in which your special event will happen. Find the OLCC office here: [OLCC offices & the counties they serve](#).
 - a. Submit forms to your OLCC office at least two weeks before the date(s) of an event with 1,000 or fewer expected attendance and at least 30 days before the date(s) of an event with 1,001 or more expected attendance.
 - b. Submit the signed application form and the OLCC \$50 per day license fee (\$50 per license day or any part of a license day) and any other required documents to the OLCC. Make payment by check or money order, payable to OLCC. A license day is from 7:00 am to 2:30 am on the succeeding calendar day.

TSL-NP TYPE 1 LICENSE PRIVILEGES:

- Sell at retail distilled liquor, malt beverages, wine, and cider by the drink for consumption in the special event licensed area (provided you meet the food requirements).
 - Sell at retail factory-sealed containers of malt beverage, wine, and cider meant for drinking off of the special event licensed area. Note: you may not sell bottles of distilled liquor.
 - 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.
 - Delivery of malt beverages, wine or cider. Deliveries must occur during the period of the special event license.
 - Auction (but not raffle) at retail factory-sealed containers of malt beverage, wine, and cider (but not distilled liquor) for consumption off the premises.
 - Auction (but not raffle) at retail open containers of alcohol for consumption on the premises.
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- **Process Time:** Please read the instructions. 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 #8 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.
 - **OLCC License Fee:** \$50 per license day or any part of a license day. **Make payment by check or money order, payable to OLCC.** A license day is from 7:00 am to 2:30 am on the succeeding calendar day.
 - **License Days:** In #8 below, you may apply for a maximum of **30** license days per application form.

APPLICATION ON THE FOLLOWING PAGE



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APPLICATION: Page 1 of 2

1. Applicant Name:

2. Registry #:

3. Please check the box that applies to the applicant:

A nonprofit or charitable organization registered as such with the State of Oregon.

A state agency.

A local government, or an agency or department of local government.

4. Contact Person:

5. Contact Phone:

6. Contact E-mail:

7. Event Name:

8. Date(s) of event (no more than **30** days):

9. Start/End hours of alcohol service: _____ to _____ (Include am/pm)

10. Address of Special Event: _____
(street) (city) (zip code)

If your event will be conducted at more than one address, use the address supplemental form at the end of this application to list the additional addresses.

11. Is any part of the special event licensed premises outdoors? Yes No

- **If yes, please submit a drawing** showing the licensed area and how the boundaries of the licensed area will be identified.

12. List the name(s) and service permit number(s) of alcohol manager(s) that will be on-duty and in the licensed area:

13. What is the expected attendance *per day* in the area where alcohol will be sold or consumed?

- If the expected attendance per day in the licensed area (where alcohol will be sold or consumed) is **501 or more**, please **submit a Plan to Manage** along with this application.
- 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 also answer questions 14 and 15. If your answer is 300 or fewer per day, please skip questions 14 and 15.

14. Insurance Company:

15. Policy #:



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APPLICATION: Page 2 of 2

GOVERNMENT RECOMMENDATION: Please read the instructions. You must obtain a recommendation from the local city or county named in #16 below before submitting this application to the OLCC. If there is more than one event address on this application, all the addresses for your event must be within the same local governing body jurisdiction.

16. Name the **CITY** if the event address is within a city's limits:

OR

Name the **COUNTY** if the event address is outside the city's limits:

I affirm the following:

- 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 alcoholic beverage that may be taken off the licensed area are securely covered containers (growlers) of malt beverage, wine, or cider. I will not allow any other open container of alcoholic beverage to leave the licensed area.
- 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 TSL-NP Type 1 (see the [Special Event Guide](#)).
- The applicant is a nonprofit organization registered with the Oregon Secretary of State, a charitable organization registered with the Oregon Department of Justice, a state agency, or a local government or an agency or department of local government.
- I am authorized to sign this application on behalf of the applicant. Name of individual

signing (please print):

SIGNATURE (electronic signature acceptable): _____ Date:

CITY OR COUNTY USE ONLY: The city/county named in #16 above recommends:

_____ Grant _____ Acknowledge _____ Deny (attach written explanation of deny recommendation)

(Optional) City/County contact individual and phone number or email:

City/County Signature:

Date:

FORM TO OLCC: This license is valid only when signed by an OLCC representative. Submit your special event license application to the OLCC office serving the county in which your special event will happen. Find the OLCC office here: [OLCC offices & the counties they serve.](#)

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

License is _____ Approved _____ Denied

OLCC Signature:

Date:



ADDRESS SUPPLEMENTAL FORM

If your event will take place at more than one location, please list the additional addresses not listed on the application form. All of the addresses must be in the same local governing body jurisdiction.

CITY OR COUNTY USE ONLY

The city/county named on the application form for your event recommends:

Grant Acknowledge Deny (attach written explanation of deny recommendation)

(Optional) City/County Contact Person:

(Optional) Phone Number or Email:

City/County Signature:

Date:

1. Address of Special Event: _____
(Street) (City) (Zip Code)

2. Address of Special Event: _____
(Street) (City) (Zip Code)

3. Address of Special Event: _____
(Street) (City) (Zip Code)

4. Address of Special Event: _____
(Street) (City) (Zip Code)

5. Address of Special Event: _____
(Street) (City) (Zip Code)

6. Address of Special Event: _____
(Street) (City) (Zip Code)

7. Address of Special Event: _____
(Street) (City) (Zip Code)

8. Address of Special Event: _____
(Street) (City) (Zip Code)

9. Address of Special Event: _____
(Street) (City) (Zip Code)

10. Address of Special Event: _____
(Street) (City) (Zip Code)