



Request for Permission to Serve Alcoholic Beverages

Permission to serve alcoholic beverages on the University of Oregon in Portland facilities must be granted prior to any event

Submit forms no later than seven days prior to event to UO Portland Scheduling and Event Services

pdxinfo@uoregon.edu, or by fax to (503)412-3695

70 NW Couch Street, Portland, OR 97209

(503)412-3808

Contact Person/ Organization Information	Individual's Name	
	Organization/Department	
	Title/Position	
	Phone Number(s)	
	E-Mail Address	

Event / Function General Information	Event Name			
	Event Date		Location	
	Event Times		Alcohol Service Times	
	UO Employee Designee Name & Title			
	Expected Attendees	Number of Attendees		Type of Attendees
	LIMIT THREE ALCOHOLIC BEVERAGES – ONE PER PERSON PER HOUR			
	Beverage Type	Serving Style	Proposed Servings	UO Event Services Approved Servings
	Beer			
	Wine			
	Non-Alcoholic			
	Will there be a charge for or will donations be accepted by attendees for alcohol, food, or admission?			
	OLCC Temp Sales License Application Form: http://www.oregon.gov/olcc/docs/liquor_license_and_license_process/tsl_application_form.pdf			
	Alcohol Being Served By			
	Food Provided/Served By			

Menu must be submitted to UO Portland Event Services with this request form. Initial Acknowledgement:

Under Oregon law, potential liability may stem from incidents involving over-consumption of alcohol. Protection of your group and the university is vitally important in this regard. Awareness of this responsibility by the undersigned must be reflected in preventing persons attending the event from consuming an excessive amount of alcohol. Additionally, events at which alcohol is served are required to comply with the campus code of conduct. If problems arise from excessive consumption, the University of Oregon in Portland Security.

In signing this form I understand that I or my designee will be responsible for: 1) seeing that no one under 21 years of age consumes an alcoholic beverage and assisting the server in carrying this out; 2) seeing that no one excessively consumes alcoholic beverages and assisting the server in carrying this out; 3) ensuring that advertising for the event reflects that the focus of the event is not on alcohol; and 4) complying with the UO Standards for alcohol service (as appended to this document).

Applicant Signature:	Print Name/Date:
Designee Signature:	Print Name/Date:
Department Head Signature:	Print Name/Date:

For UO Event Services Use Only	Wrisbands Required:	Yes	No	To Be Determined	Quantity
Portland Director of Operations Signature:					Print Name/Date:
Approval, Vice Provost of Portland Programs Signature:					Print Name/Date:

**Standards for Alcohol Service – Standards must be read and complied with by event organizers:**

University of Oregon in Portland Administration has established the following minimum service standards for all events held on University property or hosted by the University. The standards are identified as workable and most likely to address the areas where the risk of underage use and general over-indulgence may be the most probable.

The following are minimum standards for alcohol service on campus:

- **Alcohol:** Alcohol served in UO facilities must be obtained from approved sources; “home brews” are not permitted.
- **Alcohol Limits:** Unless a catering waiver has been approved and the alcohol is being served by the catering company, organizers are limited to serving a maximum of 1 drink per person per hour, for a total of 3 drinks during the entire event (regardless of events lasting longer than 3 hours).
- **Designee:** A Designee must be identified for each event and must be a UO employee (excluding student employees). The Designee, by signing this Request for Permission to Serve Alcoholic Beverages form, agrees to be present for the duration of the event and be responsible for seeing that no one under 21 years of age consumes an alcoholic beverage and assisting the server(s) in carrying this out; seeing that no one excessively consumes alcoholic beverages and assisting the server(s) in carrying this out; ensuring that advertising for the event reflects that the focus of the event is not on alcohol; complying with UO standards for alcohol service; and serving as the on-site contact person for UO Department of Public Safety, Portland Police Department, and other UO administration officers.
- **Food:** Food must be served during any event where alcohol is served. The food should be more substantial than salty snacks. Caterers must operate in compliance with local Health Department regulations including a valid license for the specific operation and liability insurance. If food provided for the event runs out then the bar will be closed. It is advised that 3-4 hors d’oeuvres served or 1 meal serving is provided per person. Only caterers found on the [UO Portland Approved Caterers](#) list are allowed to serve food and beverages at the White Stag Block. A catering exception form is required for caterers not found on that list.
- **Hours of Service:** Designees must ensure that alcohol service stops 30 minutes prior to the end of the event. Non-alcoholic beverage options must still be available and encouraged during this time.
- **Kegs:** Though, with proper approvals, kegs are currently permitted at events held in UO facilities, please note that the use of kegs present special challenges for groups in terms of limiting drinks per person, ensuring the safety of those in attendance, and ensuring that only those age twenty-one and older have access to alcohol. Only the approved number of servings will be permitted.
- **Security:** Security personnel may be required, at an additional charge to the organizers, for large events. Each event is reviewed on a case by case basis; some of the determining factors include the number of attendees, the type of attendees, the type of event, and its location. UO Portland Administration and Event Services will determine if additional security is needed.
- **Servers:** Oregon Liquor Control Commission (OLCC) Licensed Servers are required whenever alcohol will be served; an exception may be granted for very small, single unit events, not attended by students or individuals from outside the university (discuss potential exceptions with UO Portland Event Services). If the applicant needs a referral for an OLCC licensed server(s), a list of resources is available from UO Portland Event Services.
- **Serving Sizes:** Beer = 12oz servings; Wine = 5oz servings (5 servings/bottle); Wine Tasting = 1.5oz servings
- **Temporary Sales Licenses (TSL):** Additional Oregon Liquor Control Commission (OLCC) requirements must be met for events with any exchange of money and have alcohol being served. The OLCC TSLs Application Form must be turned in with the UO Request for Permission to Serve Alcoholic Beverages form. OLCC TSLs for events being held at UO in Portland (White Stag Block) must go through the City of Portland; UO Portland Event Services can help you, (503) 412-3808. Please note that there are charges from the City (when required to go through the city) and from the OLCC for obtaining a TSL.
- **Wristbands:** UO Portland Event Services reserves the right to require wristbands for events where alcohol is served and may have minors in attendance. Approved wristbands can be purchased from UO Portland Event Services which must be used to identify attendees over 21 years of age. Wristbands will include up to three tabs which are only valid if removed by the assigned bartender.

A copy of the approved request will be forwarded to the contact person(s) who should then ensure the Designee has it available at the event.

References:

- **Alcohol, Other Drugs & the UO:** <http://studentlife.uoregon.edu/LinkClick.aspx?fileticket=jyjNybXS3ow%3d&tabid=100>
- **Department of Administrative Services, Alcohol Risk Control Policy:**
<http://www.oregon.gov/DAS/SSD/Risk/docs/ALCOHOL.DOC>
- **Oregon Liquor Control Commission (OLCC) Special Event Licensing- Application, Guides and Forms:**
[http://www.oregon.gov/OLCC/how_to_get_a_liquor_license.shtml#Special Events Licensing Applications Guides and Forms](http://www.oregon.gov/OLCC/how_to_get_a_liquor_license.shtml#Special%20Events%20Licensing%20Applications%20Guides%20and%20Forms)