

Lewis & Clark Alcohol Use Approval Form

APPLICANT INFORMATION

Organization/Sponsor: _____

Name of Individual Responsible for Event: _____

Email Address: _____

EVENT INFORMATION

Event Title: _____

Type of Event: _____ Date of Event: _____

Opening Hour: _____ A.M./P.M. Closing Hour: _____ A.M./P.M.

Location: _____

Reservation ID# (See Room Confirmation Email): _____

Estimated Attendance: _____ % Over 21: _____ % Under 21: _____

Oregon Liquor Control Commission (OLCC) Licensed Servers Required for Distribution of Alcohol at Lewis & Clark

- **Events with Alcohol:** If payment or purchase is required, or if donations of money are accepted for alcohol or for entry/admission or for any other product or service, a *Temporary Sales License (TSL)* from the Oregon Liquor Control Commission (OLCC) is needed. The Applicant must either obtain a TSL liquor license; have Bon Appétit with an Oregon liquor license provide the alcohol, or both. Please note the OLCC requires a minimum of 10 business days to process Temporary Sales License applications, so file the TSL application with the OLCC office at least (30) business days prior to the event to meet Lewis & Clark deadlines. The approved TSL must be on file in the Provost office at least 10 days prior to your event. The Applicant will be denied use of the facility if the OLCC *Temporary Sales License* is not received in the Provost office within the time frame specified.

- Plans for Event:** (select all that apply)
- ☐ Admission to the event will be free and alcohol will be served
 - ☐ Providing alcohol and selling tickets or requiring payment for admission; food or a meal; open house; fundraiser; entertainment function; or other event
 - ☐ Applicant accepting donations (food, beverages, music, or other goods and services) at an event where alcohol is being served
 - ☐ Selling alcoholic beverages for consumption at the event or for an off-site location
 - ☐ Selling raffle tickets, and alcohol will be a prize at the raffle
 - ☐ Holding an auction, and alcohol will be an auctioned item
 - ☐ Selling scrip to attendees for exchange at the event's bar

- Lewis & Clark does not have an OLCC liquor license.
- Alcohol must be served by an OLCC licensed server who may terminate alcohol beverage service at any time.
- Alcoholic beverages may consist of wine, beer, and champagne only. Non-alcoholic beverages and at least two (2) types of substantial food (depending on OLCC requirements) must be available at all times in all locations where alcohol is sold or consumed. Providing high-protein food and low-salt food is encouraged.

Type and Amount of Alcohol to be Served: _____

Type and Amount of Non-Alcoholic Beverages to be Served: _____

Type and Amount of Food to be Served: _____

This information is gathered to ensure compliance with Lewis & Clark's *Alcohol and Other Drugs Policy* and *Oregon Liquor Control Commission (OLCC)* regulations. Information regarding Lewis & Clark's *Alcohol and Other Drugs Policy* is available upon request. If you have questions about OLCC license requirements, contact:

Michael Ford
Associate VP for Campus Life
Phone: (503) 768-7216
E-mail: mford@lclark.edu

RETURN FORM BY MAIL

Office of the Provost
Lewis & Clark College, MSC 37
Portland, OR 97219

RETURN FORM BY FAX

(503) 768-7205

- Bon Appétit has exclusive catering rights at Lewis & Clark. Bon Appétit's catering license includes OLCC pre-approval to serve alcohol beverages with catered food. Bon Appétit may not provide OLCC licensed servers for events it does not cater. Certain events may be exempt as determined by the Provost office. If you do not use Bon Appétit for your catering, an OLCC *Temporary Sales License* may be required and is due to the Provost office at least 10 days prior to your event.

Food Provider: ☐ Bon Appétit ☐ Other (attach the Food Service Waiver Form): _____
Beverage Provider: ☐ Bon Appétit ☐ Donated ☐ Purchased Independently by Event Sponsor
OLCC Licensed Servers: ☐ Bon Appétit OLCC Licensed Server(s)
☐ Name of Other OLCC Licensed Server(s): _____

- In compliance with state and federal laws including the Drug-Free and Communities Act and the Drug-Free Workplace Act, Lewis & Clark prohibits the service of alcohol to, or the consumption by, any person who is under the age of 21 or intoxicated. Identification shall be checked for all guests who appear to be under 26 years of age.
- Security may be required, at the Applicant's expense, for events where minors may be in attendance. Arrangements for security must be made at least ten (10) days prior to the event through Campus Safety, 503-768-7855, or the event may be subject to cancellation.

Method of Identifying and Serving Those of Legal Age: _____

Means of Controlling Access to Alcoholic Beverages*: _____

* Should you need assistance with problem drinkers, contact Campus Safety at (503) 768-7777

The Applicant hereby warrants and confirms that the information contained within, to the best of his/her knowledge, is true and correct, and further certifies that he/she has read all of the questions and answers of this application. The Applicant agrees to take responsibility for enforcing Lewis & Clark's alcohol policies. The Applicant understands and agrees that the completion of this application shall not be binding until accepted by the Office of the Provost.

 SIGNATURE: Applicant Date: _____

 SIGNATURE: Authorized Lewis & Clark Representative
 (Dean/Associate Dean, Law School; Dean/Associate Dean, Grad School; Associate Vice President for Campus Life; Dean of Students; Director of Campus Events)
 Date: _____

 PRINTED NAME: Applicant Date: _____

 PRINTED NAME: Lewis & Clark Representative Date: _____

Day: () Eve: ()
 DAY & EVENING PHONE NUMBERS: Applicant

()
 OFFICE PHONE NUMBER: Lewis & Clark Representative

()
 FAX NUMBER: Applicant

()
 OFFICE FAX NUMBER: Lewis & Clark Representative

COMPLETED BY OFFICE OF THE PROVOST

Final Determination: Approved by: _____ Denied by: _____

Comments: _____

Security Personnel Required? ☐ No ☐ Yes # of Security Personnel: _____

cc: Applicant ☐ By Mail ☐ By Fax
 Bon Appétit ☐ MSC 181 ☐ By Fax: x7899
 Campus Events ☐ MSC 105 ☐ By Fax: x7106
 Campus Safety ☐ MSC 107 ☐ By Fax: x7863