

**CITY OF PORT ORFORD
SPECIAL HYBRID SESSION OF
THE COMMON COUNCIL GABLE CHAMBERS
FRIDAY MARCH 03, 2022 AT 2:00P.M**

AGENDA

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/785973757>

You can also dial in using your phone.

United States (Toll Free): [1 877 309 2073](tel:18773092073)

United States: [+1 \(571\) 317-3129](tel:+15713173129)

Access Code: 785-973-757

1. Call to Order/Roll Call
2. Citizens' Concerns (Speak Only for Items on the Agenda)
3. Temporary Sales License application for Jubilee to sell alcohol at the Adult Prom and annual celebrations in July and October 2023.
4. Adjourn

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City of Port Orford

CITY COUNCIL AGENDA DOCUMENTATION

Date: 03/02/2023

SUBJECT: Temp. Liquor License Approval

ITEM NO: 3.

Attached is the Temporary Sales License application for Jubilee to sell alcohol at the Adult Prom and during the annual celebrations in July and October.

Suggested Motions

Motion to Approve the Temp. Liquor License

I move to approve the temporary sales license application for Jubilee to sell alcohol during the adult prom and the annual celebrations in July and October.

Motion to Deny the Temp. Liquor License

I move to deny the temporary sales license application for Jubilee to sell alcohol during the adult prom and the annual celebrations in July and October.

SUBMITTED BY:

Jessica Ginsburg

Jessica Ginsburg, City Administrator

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

APPLICATION: Page 1 of 2

1. Applicant Name: Port Orford Jubilee

2. Registry #: 459301-95

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: Teri Hughes

5. Contact Phone: 541-214-3374

6. Contact E-mail: Thughes988@icloud.com

7. Event Name: Adult Prom 4-1 / Jubilee Annual Celebrations 7-1-7-4-23 / October Quarter Festive

8. Date(s) of event (no more than 30 days): April 1, 2023 / 7-1-7-2-2023 / 7-4-23 / 10-14-15 2023

9. Start/End hours of alcohol service: 12:00pm to 10:00pm (Include am/pm)

10. Address of Special Event: 419 11th St (street) Port Orford (city) 97465 (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:

Teresa Hughes
Selena Paxton

13. What is the expected attendance per day in the area where alcohol will be sold or consumed? 100 on 4-1-23

- 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: Farmers Insurance
Jesse Sweet Agency

15. Policy #:



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

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: Port Orford, Or.

OR

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

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:

Date:

City/County Signature:

- 1. Address of Special Event: 1035 ARIZONA ST Port Orford 97465
(Street) (City) (Zip Code)
- 2. Address of Special Event: 510 JEFFERSON ST Port Orford 97465
(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)



NONPROFIT & CHARITABLE ORGANIZATION

EXEMPT EVENT REQUEST FORM

A nonprofit or charitable organization registered as such with the State of Oregon may obtain written authorization from the OLCC to sell alcoholic beverages, including through an auction or raffle, for up to 45 days in a calendar year without a license from the OLCC.

****Before you submit the Nonprofit & Charitable Organization Exempt Event Request Form, read the [Special Event Guide for TSLs and Exempt Events](#). Use this guide to assist you in selecting the appropriate option for your special event and for information about completing this form and conducting an Exempt Event.**

What is the exemption request process?

- A nonprofit or charitable organization must receive *prior* OLCC authorization for each event date.
- Consult with the city or county for any desired Exempt Event location prior to submitting this application to the OLCC to confirm that your event will comply with local regulations.
- To avoid a delay in processing your Exempt Event request form, and to increase the likelihood that the OLCC will be able to approve your exemption request in time for your event, please submit the Exempt Event Request form to the OLCC office serving the county in which your Exempt Event will happen. Find the OLCC office here: [OLCC offices & the counties they serve](#). If your event includes addresses served by different OLCC regional offices, submit the Exempt Event approval application to the regional office serving the address you listed on the application (do not submit the form to multiple OLCC offices).
- OLCC needs your completed Exempt Event request form in sufficient time to approve it. Submit a completed form to your OLCC office at least two weeks before the date(s) of an event.
- Please note that if you plan to allow on-site consumption of alcohol and have 501 or more individuals at any event location or address, you will be required to submit a site plan drawing and [Exempt Event Operational Plan](#) for each location where there will be on-site consumption of alcohol and 501 or more individuals in attendance on a given event date.



NONPROFIT & CHARITABLE ORGANIZATION

EXEMPT EVENT REQUEST FORM

APPLICATION

EXEMPT EVENT PRIVILEGES:

- Sell distilled liquor, malt beverages, wine, cider, and donated homemade malt beverages, wine and fermented fruit juices by the drink for consumption in the Exempt Event area.
- Sell malt beverages, wine, and cider in factory-sealed containers or securely covered containers, and donated homemade malt beverages, wine and fermented fruit juices in securely covered containers for consumption outside of the Exempt Event area.
- **Sell up to a total of four liters per calendar year** of distilled liquor in factory-sealed containers for consumption outside of the Exempt Event area. This four liter limit applies to the organization conducting the Exempt Event for the entirety of the calendar year, regardless of whether there are multiple events or recipients.
- Delivery of up to four liters of distilled liquor in a factory-sealed containers per year, or malt beverages, wine, and cider in factory-sealed containers or securely covered containers. Deliveries must occur during the period of the Exempt Event approval.
- Auction or raffle factory-sealed containers of alcohol (again, no more than 4 liters total for the calendar year of distilled liquor) for consumption outside of the Exempt Event area.
- Auction or raffle open containers of alcohol for consumption in the Exempt Event area.

PLEASE PRINT

1. Applicant (name of nonprofit or charitable organization): Port Orford Jubilee
2. Registry Number: 459301-95
3. Mailing Address of Organization: P.O. Box 365
4. City: Port Orford 5. State: OR 6. Zip Code: 97465
7. Contact Person: Teri Hughes
8. Contact Phone: 541-214-3374
9. Contact E-Mail: Thughes888@icloud.com
10. Date or dates of event (may not be more than 45 days in a calendar year):
4-1-23 | 7-1-2023 - 7-2-2023 | 7-4-2023
10-14-2023 - 10-15-2023
11. Address of event:
Port Orford 97465
(Street) (City) (Zip Code)
12. Will there be more than one address associated with this exempt event on a given event date? YES NO

NONPROFIT & CHARITABLE ORGANIZATION

EXEMPT EVENT REQUEST FORM

13. Will you offer drinks or tastes of alcohol for consumption at any of the Exempt Event locations?

YES Answer question 14.

NO Skip to the affirmation and signature section of this application.

14. Will there be 501 or more individuals in attendance at any address or location for the Exempt Event on a given event date?

YES In order to obtain approval from the OLCC for your Exempt Event, in addition to this application, for each address or location where there will be 501 or more individuals in attendance on a given event date you must:

- Submit a site plan drawing showing the boundaries of the Exempt Event area, and
- Complete an [Exempt Event Operational Plan](#).

NO Skip to the affirmation and signature section of this application.

AFFIRMATION AND SIGNATURE

I affirm the following:

- I am authorized to sign this application on behalf of the applicant listed above.
- The applicant is either a nonprofit organization registered with Oregon Secretary of State or a charitable organization registered with Oregon Department of Justice.
- The applicant has or will consult with each local city or county in which the event is held to ensure compliance with local regulations.
- I have read and understand the best practices for Exempt Events outlined in the [Special Event Guide for TSLs and Exempt Events](#)

REPRESENTATIVE'S PRINTED NAME: TERI HUGHES

REPRESENTATIVE'S SIGNATURE (electronic signature acceptable): TC Hughes

Date: _____

SEND THE EXEMPTION REQUEST FORM TO AN OLCC OFFICE THAT COVERS A LOCATION FOR YOUR EVENT. ([OLCC Office Locations](#))

OLCC USE ONLY	
This event is authorized only when this form is signed by an OLCC representative.	
OLCC Signature _____	Date: _____



EXEMPT EVENT OPERATIONAL PLAN

As a condition of approval, the OLCC requires any applicant for an Exempt Event to complete an Exempt Event Operational Plan, if:

- The nonprofit or charitable organization will allow on-site consumption of alcohol at any of the approved Exempt Event addresses or locations, and
- There will be 501 or more individuals at an event address/location on a given approved Exempt Event date.

Please note that there may be other circumstances under which the OLCC may require an applicant for an Exempt Event to submit this form.

If there will be more than one applicant making alcoholic beverages available in the same Exempt Event area, all applicants may agree to submit and follow one plan. One plan may also be used for all Exempt Event addresses or locations associated with an event as long as each address or location will be managed in the same way. If there will be differences in the ways that the different subject locations are operated or managed, use a separate Exempt Event Operational Plan for each location.

In addition to this Exempt Event Operational Plan, an Exempt Event site plan drawing is required for each location where there will be more than 501 in attendance and where on-site consumption of alcohol will be allowed. For more information see the Exempt Events section of the [Special Event Guide for TSLs and Exempt Events](#).

1. Applicant (name of nonprofit or charitable organization): Port Orford Jubilee
2. Registry number: EIN 37-1549773
3. Email: Thughes888@icloud.com
4. Event Name: Port Orford Jubilee Celebrations (Adult Prom)
5. Date(s) of event: 4-2-2023 / 7-1-23 / 7-2-23 / 7-4-23 / 10-14-23 - 10-15-23
6. Start/End hours of alcohol service: 12:00pm to 10:00pm (include am/pm)
7. Event Street Address:
8. City: Port Orford County: Cumby Zip: 97465

(If there will be multiple addresses or locations where alcohol will be offered for on-premises consumption and the expected attendance at the location is 501 or more individuals, please submit an Exempt Event site plan drawing for each location/address)

9. Will minors be allowed at the event? Yes No
10. If yes, will minors and alcoholic beverage be allowed together in the same area? Yes No
11. Will any portion of the approved Exempt Event area be prohibited to minor patrons? Yes No

If yes, describe your plan to prevent minor patrons from gaining access to the prohibited area:
Gated Beer + Beverage Tent w/ no access to minors

12. Estimated total attendance per day in the area(s) where alcoholic beverage will be sold or consumed: 100 on 4-1-23



13. Describe the primary activities within the Exempt Event area:

14. Do you estimate the number of guests in the Exempt Event area will be about the same during the entire time that alcohol is sold or consumed? Yes No
If no, what are the estimated times that a greater number of guests will attend?

15. At any one time, what is the average range of the number of staff (such as managers, servers, security, alcohol monitors, ID checkers, etc.) on-duty, at the event, and whose job includes monitoring guest behavior *1 manager / 2 servers / 5 sec w/*

16. Do you plan to require individuals who will be serving alcohol to have a valid OLCC service permit or to read the OLCC's What Every Volunteer Alcohol Server Needs to Know brochure prior to the event? Yes No
If no, describe the plan to train these people in at least the following: recognizing minors; properly checking identification; and how to recognize and respond appropriately to visibly intoxicated persons:

17. Will you have any **Alcohol Monitors** working in the Exempt Event area? (*An Alcohol Monitor is a person in addition to alcohol servers and security staff who monitors the sale, service, and consumption of alcoholic beverages to help ensure that unlawful sales, service, and consumption of alcoholic beverages do not occur.*) Yes No

18. If yes to #17, list the minimum number of **Alcohol Monitors** you estimate will work during the estimated times when a greater number of guests will attend and the estimated times when a regular number of guests will attend:

5 Minimum number during estimated times of greater guest attendance
5 Minimum number during estimated times of regular guest attendance

19. Will all **Alcohol Monitors** be required to have a service permit or required to read OLCC's What Every Volunteer Alcohol Server Needs to Know brochure prior to the event? Yes No
If no, describe the plan to train these people in at least the following: recognizing minors; properly checking identification; and how to recognize and respond appropriately to visibly intoxicated persons:

5 Reserve officers from CC Sheriff's office will be monitoring

20. Will security or ID checkers be required to have a service permit or required to read OLCC's What Every Volunteer Alcohol Server Needs to Know brochure prior to the event? Yes No
If no, describe the plan to train these people in at least the following: recognizing minors; properly checking identification; and how to recognize and respond appropriately to visibly intoxicated persons:



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.



21. Will servers, security, or ID checkers wear clothing or other designation which readily identifies them as such to guests?

Yes

No

If yes, please describe:

22. Describe for alcoholic beverages meant for consumption in the Exempt Event area:

	Size of Container (in which the Alcohol will be Served)	Maximum Amount of Alcohol in the Container
Malt Beverages		
Wine		
Cider		
Distilled Liquor		

23. Describe how containers used to serve alcoholic beverages for consumption in the Exempt Event area will be of a different color and type when compared to containers used to serve nonalcoholic beverages:

24. What is the maximum number of containers of alcoholic beverages meant for consumption in the Exempt Event area that a guest may possess at any one time?

25. Describe the level of lighting the Exempt Event area will have to ensure the proper monitoring of guests:

A level of lighting sufficient to read common newspaper print; or

A level of lighting that will be (please describe):

26. If other methods for adequately managing the Exempt Event area will be used, describe them here (or submit a separate written, dated, and signed plan):

Applicant Name (please print):

Applicant Signature:

Signature date:



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

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.

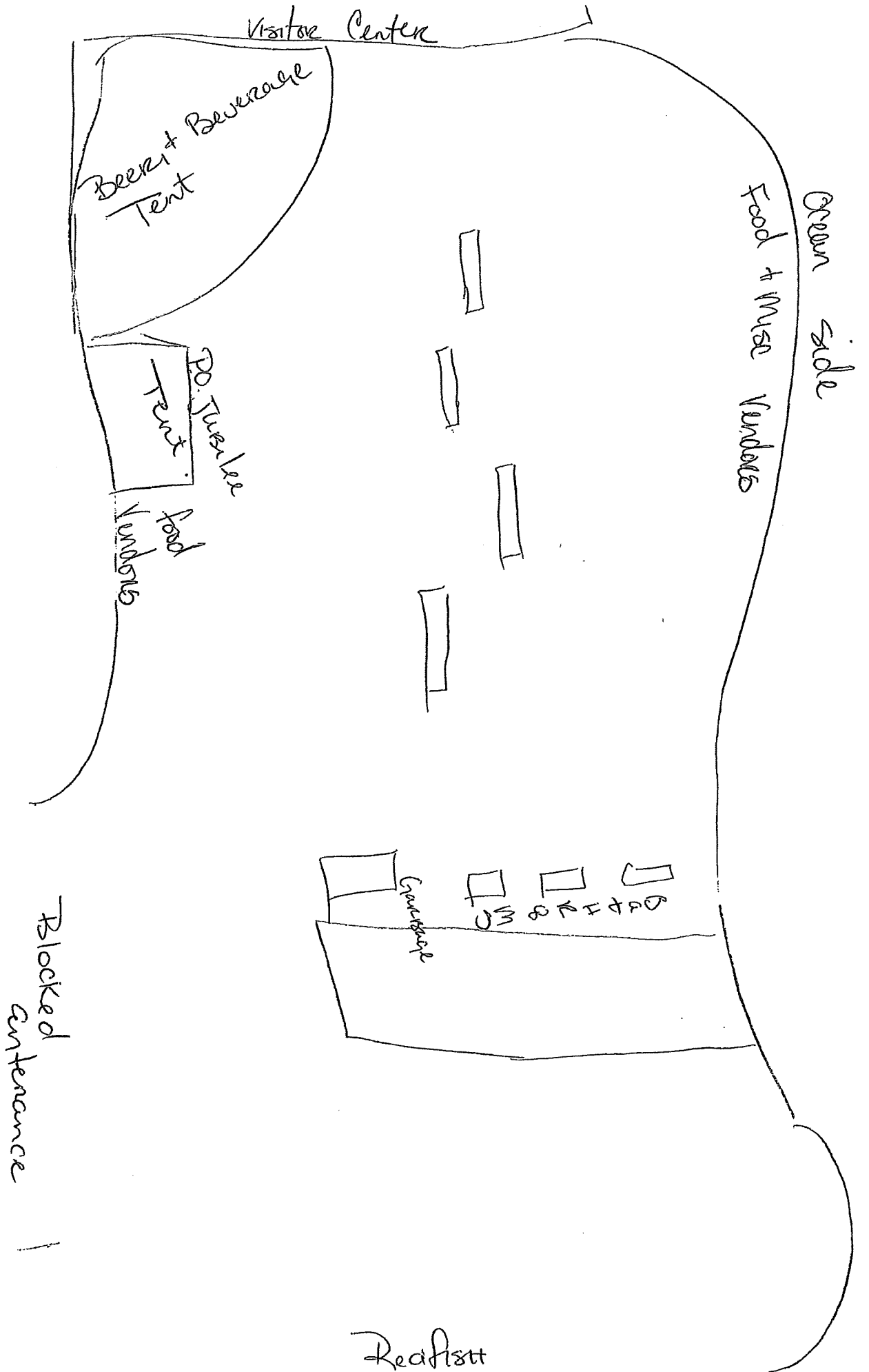
TSL-NP TYPE 1 LICENSE PRIVILEGES:

- 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.

- **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

Hwy 161



Visitor Center

Beer & Beverage Tent

Green side

Food + Misc Vendors

PO. Trailer
Tent
Food Vendors

Blocked conference

Countryside
PO + H + B
M

Realist