Public Works Department:
Tel: (503) 769.2919
Fax: (503) 767.2134

CITY OF STAYTON

Application for use of alcohol at City Rental Facilities

Alcohol Conditions:

In addition to the usual terms and condition set forth in the Facility Usage Permit form, the following will also apply when alcohol is served:

1. An additional $50 non-refundable Alcohol Application fee shall be paid in advance.
2. Applicant must be at least 21 years of age.
3. Only beer and wine may be served in bottles or cans.
4. Some uses may require a Special Events License from the Oregon Liquor Control Commission (OLCC) in addition to the City Of Stayton Alcohol Use Permit. An event charging a fee for anything whatsoever, e.g., membership/club fees, service fees, initiation fees, admission, donations for food / beverages, etc., or open to the public, will require an OLCC Special Events License. Please call OLCC (503-872-5070) to determine and/ or confirm if you need an OLCC License. The OLCC License must be turned into the City Administrator no later than 1 week prior to the event. Applicant will be denied use of the facility if the OLCC License is not provided within the time frame specified.
5. In general, no OLCC Special Events License is required when: (a) there is no charge or fundraising for anything whatsoever, (b) function is totally hosted by a private individual, (c) function is personal and non-commercial, (d) no monetary gain is to be realized by the host, and (e) the host personally invites all guests.
6. Minimum of a $1,000,000 insurance policy listing the City of Stayton as an additional named insured

Please complete the following:

Applicant Name: _____ **Contact Number:** _____

Email Address: _____ **Type of Event:** _____

Requested Date: _____ **Event Begins:** _____ **Event Ends:** _____ **Estimated Attendance:** _____

Serving time of alcohol: **From** _____ **to** _____ **Beverages to be served:** _____

Admission charge or solicitation made of participant?: Yes ☐ No ☐ **Open to the Public?:** Yes ☐ No ☐

Alcohol Conditions:

1. I agree, by signing this application, to accept any and all liability resulting from the service of alcoholic beverages during my event. I further agree to hold harmless the City of Stayton from any and all claims resulting from the service of alcoholic beverages during my event.
2. I agree, by signing this application, to familiarize myself and comply with all applicable Oregon Laws and the regulations of the OLCC relating to the sale and/or service of alcoholic beverages.

_____ _____

Authorized Signature of Applicant — Date

_____ Approved by City of Stayton — Date

Print Form | Submit by Email ** | Reset Form

**If emailed, form must be signed electronically or applicant must hand sign prior to rental finalization.

DO NOT WRITE BELOW THIS LINE: CITY USE ONLY

☐ Alcohol App. Fee: _____ Date Paid: _____ Receipt No: _____ Initial: _____

☐ Security Charge: _____ Date Paid: _____ Receipt No: _____ Initial: _____

☐ Alcohol Deposit: _____ Date Paid: _____ Receipt No: _____ Initial: _____

Liability Insurance Policy received: _____ _____

Date Initial