

March 8, 2016

TO: City Council

RE: Application for Temporary Use of Annual License

The Gladstone Department has reviewed the application for Temporary Use of an Annual OLCC License for Dukes Hometown Bar & Grill to host an event at Latus Motors Used Bike Tent Event on March 12, 2016 and has no concerns.

Request for Council Action:

City Staff requests City Council to move forward with the following motion: I call to motion to approve the temporary use of annual OLCC license for Dukes Hometown Bar & Grill to host an event at Latus Motors on March 12, 2016.



APPLICATION FOR TEMPORARY USE OF AN ANNUAL LICENSE

● FULL ON-PREMISES SALES LICENSE TEMPORARY USE APPLICATION

Allows an Oregon Full On-Premises Sales Licensee to sell wine, cider, malt beverages, and distilled spirits for drinking on the special event licensed premises. There is no license fee.

● LIMITED ON-PREMISES SALES LICENSE TEMPORARY USE APPLICATION

Allows an Oregon Limited On-Premises Sales Licensee to sell wine, cider, and malt beverages for drinking on the special event licensed premises. There is no license fee.

Process Time: OLCC needs your completed application to us in sufficient time to approve it. Sufficient time is typically 1 to 3 weeks before the first event date listed in #11 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.

License Days: In #11 below, you may apply for a maximum of **seven** license days per application form. A license day is from 7:00 am to 2:30 am on the succeeding calendar day.

1. My annual license is a: FULL ON-PREMISES LIMITED ON-PREMISES
2. Licensee Name (please print): Concept Entertainment - Two LLC 3. E-Mail: jeffp@venturehre.com
4. Trade Name of Business: Duke's Hometown Bar & Grill 5. Fax: 503-760-1401
6. Street Address of Annual Business: 14601 SE Division St. 7. City/ZIP: 97238
8. Contact Person: Jeff Plew 9. Contact Phone: 503-516-5361
10. Event Name: TEAM LATUS MOTORS USED BIKE TENT EVENT
11. Date(s) of event (no more than **seven** days): 3/12/16, ~~3/13/16~~
12. Start/End hours of alcohol service: 11am AM PM to 4 AM PM
13. Address of Special Event Licensed Area: 870 East Berkeley St. Gladstone/97027
(Street) (City/Zip)
14. Is the event outdoors? Yes No
 - 14a. If no, in what area(s) of the building is the event located? Upstairs in the loft area (see map attached)
 - 14b. If yes, submit a drawing showing the licensed area and how the boundaries of the licensed area will be identified.
15. List the primary activities within the licensed area: Food, Beer, wine, N/A Beverages
16. Will minors and alcohol be allowed together in the same area? Yes No
17. What is the expected attendance per day in the licensed area (where alcohol will be sold or consumed)? 150

PLAN TO MANAGE THE SPECIAL EVENT LICENSED AREA: If your answer to #17 is 501 or more, in addition to your answers to questions 18, 19, and 20, you will need to complete the **OLCC's Plan to Manage Special Events form**, unless the OLCC exempts you from this requirement.

18. Describe your plan to prevent problems and violations.

One licensed bartender with current OLCC service permit with a current OLCC service permit working the event, checking ID, serving customers, and monitoring the area. Licensed employee will follow the cut-off law with the respect to Visibly Intoxicated Person (V.I.P.S), removing any alcoholic beverages, and having food and non-alcoholic beverages for the V.I.P.S customers. We will provide cab service if necessary.

19. Describe your plan to prevent minors from gaining access to alcoholic beverages and from gaining access to any portion of the licensed premises prohibited to minors.
Two licensed employee with current OLCC service permit and will check ID of the customer under the age of 30 years old consuming any alcoholic beverages and will monitor the event to ensure No minors will consume any alcoholic beverages.
20. Describe your plan to manage alcohol consumption by adults.
One licensed employee with a current OLCC service permit working the event, checking ID, monitoring alcoholic beverages
21. List name(s) and service permit number(s) of **alcohol manager(s)** on-duty and in the licensed area:
Lynaya Richardson - #486323 exp.10/11/2019, Danielle Wood-Manning #503902 exp. 07/15/2020

LIQUOR LIABILITY INSURANCE: If the licensed area is open to the public and **expected attendance is 301** or more per day in the licensed area, you must have at least \$300,000 of liquor liability insurance coverage (ORS 471.168).

22. Insurance Company: Navigators Specialty Insurance 23. Policy #: _____ 24. Expiration Date: 7/1/2016
25. Name of insurance agent: Fourier Group 26. Agent's phone number: 503-251-2255

FOOD SERVICE: See the attached sheet for an explanation of this requirement.

27. If you will **NOT** provide distilled spirits, name at least **two** different substantial food items that you will provide:
① Pizza ② Chili Dogs
28. If you are a Full On-Premises Sales Licensee and will provide distilled spirits, name at least five different substantial food items that you will provide:
① _____ ② _____ ③ _____ ④ _____ ⑤ _____

GOVERNMENT RECOMMENDATION: You must obtain a recommendation from the local city or county named in #29 below before submitting this application to the OLCC.

29. 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: Gladstone, 97027

I affirm that I am authorized to sign this application on behalf of the applicant.

30. Licensee Name (please print): DANIEL LENZEL
31. LICENSEE SIGNATURE: [Signature] 32. Date: 2/9/16

CITY OR COUNTY USE ONLY

The city/county named in #29 above recommends:

Grant Acknowledge Deny (attach written explanation of deny recommendation)

City/County Signature: _____ Date: _____

FORM TO OLCC: This license is valid only when signed by an OLCC representative. Submit this form to the OLCC office regulating the county in which your special event will happen.

OLCC USE ONLY

License is: Approved Denied

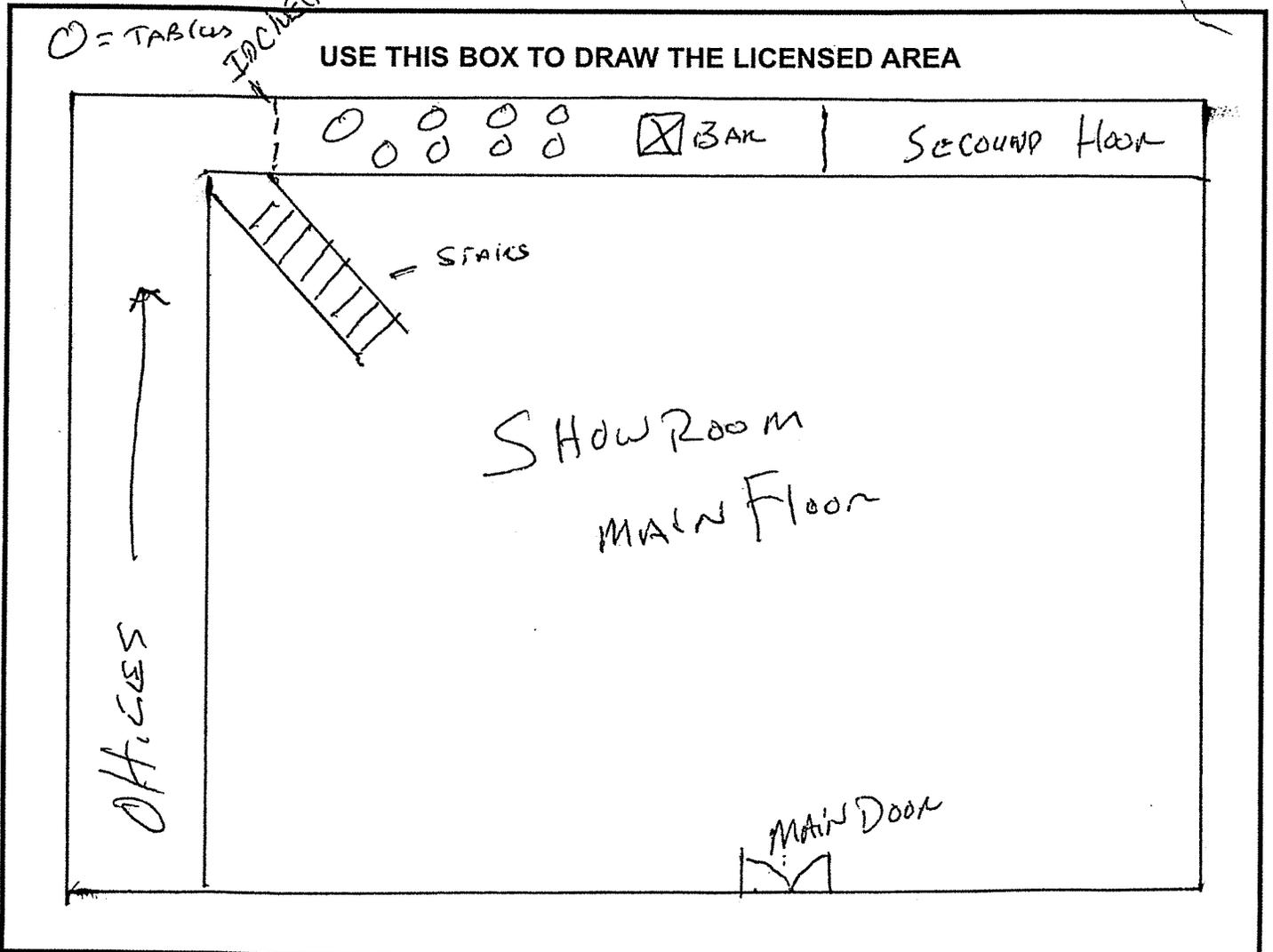
OLCC Signature: _____ Date: _____



OREGON LIQUOR CONTROL COMMISSION
IDENTIFYING A SPECIAL EVENT LICENSED AREA

The OLCC is prohibited from licensing an area that does not have defined boundaries.
 Please complete items 1 – 5 and then use the box below to draw the licensed area.

1. Applicant Name (please print): CONCEPT ENTERTAINMENT - TWO LLC - DUKE'S HOMETOWN BAR & GRILL
2. Event Street Address: 879 E BELLBIEY
3. City/County: GLADSTONE, CLATSOP COUNTY
4. Date(s) of Event: 3/12/2016 - ~~3/13/2016~~
5. Please list and describe what barrier(s) will be used to define the boundaries of the licensed area. For example: "A 6 foot high wooden fence." BEER AREA WILL BE LOCATED ON SECOND FLOOR / MEZZANINE AREA. WE WILL HAVE ROPE LINES AT THE ENTRANCE. FOOD WILL BE AVAILABLE IN BEER AREA.



FOOD REQUIREMENTS FOR TEMPORARY USE OF AN ANNUAL LICENSE

WHAT AMOUNT OF FOOD MUST I PROVIDE?

- **Two different food items:** A Full On-Premises Sales Licensee **NOT** providing distilled spirits at the event and a Limited On-Premises Sales Licensee must provide at all times and in all areas where alcohol service is available at least two different substantial food items.
- **Five different substantial food items:** A Full On-Premises Sales Licensee providing distilled spirits at the event must provide at all times and in all areas where alcohol service is available at least five different substantial food items.

WHAT IS A SUBSTANTIAL FOOD ITEM?

This is a food item that is typically served as a main course or entrée. Some examples are fish, steak, chicken, pasta, pizza, and sandwiches. Side dishes, appetizer items, dessert items, and snack items such as popcorn, peanuts, chips and crackers do not qualify as substantial food items.

WHAT DOES DIFFERENT MEAN?

Different means substantial food items that the OLCC determines differ in their primary ingredients or method of preparation. For example, a turkey sandwich differs from a salami sandwich, a beef burger differs from a turkey burger, and fried chicken differs from baked chicken. Different sizes of the same item are not considered different.

IS THERE AN EXCEPTION TO PROVIDING THE TWO OR FIVE DIFFERENT SUBSTANTIAL FOOD ITEMS?

The OLCC must determine that the clearly dominant emphasis is food service at all times in the area where alcohol service is available in order for you to provide only one substantial food item if you are **not** providing distilled spirits or one to four different substantial food items if you are a Full On-Premises Sales Licensee providing distilled spirits. The OLCC will work with you to make this determination prior to approving your application.

WHAT DOES IT MEAN TO PROVIDE FOOD SERVICE AT ALL TIMES AND IN ALL AREAS WHERE ALCOHOL SERVICE IS AVAILABLE?

Patrons must be able to obtain food service inside the special event licensed area. You may use either of the following two methods to provide food service:

- Within all areas where alcohol service is available, have the minimum required food items available for patrons at all times; or
- Within all areas where alcohol service is available, have a menu of the minimum required food items (plus any other items you may choose to include) available for patrons at all times and be able to provide the food items in the area if a patron chooses to order food. The food items could be kept at a location other than the area where the alcohol is served; however, you must be able to provide the food items to the patron in the area where alcohol service is available.

IS PROVIDING TASTINGS OF ALCOHOL CONSIDERED PROVIDING ALCOHOL SERVICE?

Yes, providing tastings of alcohol is considered providing alcohol service; therefore, the food requirements must be met.

CAN I USE FOOD PROVIDED BY A CONTRACTOR OR CONTRACTORS TO MEET THE FOOD REQUIREMENT?

Yes, the food service may be provided by someone other than you; however, even if food service is provided by a contractor, you are fully responsible for compliance with the food requirements. You may sell or serve alcohol only when food service that meets the requirement is provided to patrons at all times and in all areas where alcohol service is available.

WHO CAN THE CONTRACT FOR THE FOOD SERVICE BE WITH?

The contract can be between:

- You (the OLCC licensee) and the food service contractor; or
- The organizer of the event and the food service contractor.

DOES THE FOOD SERVICE CONTRACT NEED TO BE IN WRITING?

No, the food service contract does not need to be in writing; however, you may sell or serve alcohol only when food service that meets the requirement is provided to patrons at all times and in all areas where alcohol service is available.