



MULTNOMAH COUNTY SHERIFF'S OFFICE

Sheriff Nicole Morrisey O'Donnell

SPECIAL EVENT OLCC APPLICATION PROCESS

Step 1: Complete the appropriate Oregon Liquor License Application from the Oregon Liquor Control Commission (OLCC)

Applications must include:

- **Appropriate Oregon Liquor License Application from the OLCC.**
- **Multnomah County Information Form**
- **\$35 fee for the background check for Special Event Applications (payment must be either exact cash, check or money order).**

Step 2: Completed application packets can be mailed to or presented in person at the Multnomah County Sheriff's Office located at 3083 NE 170th Place, Portland, Oregon 97230.

Step 3: Once an application is received by the Multnomah County Sheriff's Office, the following reviews will occur:

- Review of application by the Land Use Planning Department. The purpose of this review is to ensure that the business address has the proper zoning for the intended use.
- Review of application by the Health Department.
- Criminal History and property review by the Multnomah County Sheriff's Office. The following factors are reviewed to determine if the Special Event Application should be approved:
 - Does the applicant have a habit of using alcohol or drugs to excess.
 - Does the applicant make false statement to OLCC.
 - Has the applicant been convicted of local, state, or federal laws that are substantially related to the fitness of holding a liquor license.
 - Does the applicant demonstrate poor moral character.
 - Has the applicant had poor record of compliance if/when previously license by OLCC.
 - Has the location of the event had a history of serious and persistent problems. These may include:
 - Obtrusive or excessive noise, music, or sound vibrations
 - Public drunkenness
 - Fights or altercations
 - Harassment
 - Unlawful drug sales
 - Alcohol or related litter

Step 4: Once your application has been reviewed, a signed off copy of it will be emailed back to the applicant

