

**WEST VALLEY COMMUNITY CAMPUS**

226 SE Washington Street/PO Box 491 Willamina OR 97396

***Alcohol Use Application***

Complete this form to obtain prior approval to serve alcohol at your event.

You must provide a Certificate of Insurance at least 14 days prior to the scheduled event

- **All alcoholic beverages must be consumed in designated areas**
- **No alcoholic beverages may be taken outside of the building**

Name of Group/Organization/Business \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Event Date \_\_\_\_\_ Time Open \_\_\_\_\_ Close \_\_\_\_\_

Estimated Attendance \_\_\_\_\_

Is the event by invitation only? Y N

Is there a price for admission? Y N

Are alcoholic beverages for sale? Y N

Will non-alcoholic beverages be served? Y N

Alcoholic beverages to be consumed (circle all that apply) Beer Wine

Are all persons attending the event over the legal drinking age of 21? Y N

Is a person designated to check identification of those who appear to be under 21? Y N

Name of licensed alcohol server(s) if required by OLCC

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Email \_\_\_\_\_

For events that are open to the public or events at which alcoholic beverages will be sold (including donations or events with ticketed admission price)

- Must comply with all licensing requirements and regulations of the OLCC and a liquor license must be posted throughout the event
- The organization/individual sponsor (renter) must possess and OLCC license to operate as an "off-site" Vendor or they (renter) must contract with a vendor licensed by the OLCC for "off-site" events.
- Additional Insured Certificates naming both Paay School LLC and West Valley Community Campus as additional insured must be submitted directly from the commercial liability company insuring the liquor licensee and must specifically declare "host liquor liability" coverage.

For events not open to the general public and no money is exchanged for admission or alcohol:

- Must comply with all regulations of the OLCC
- The organization/individual event sponsor (renter) provides the alcohol and is named the "alcohol host server"
- Additional Insured Certificates naming both Paay School LLC and West Valley Community Campus as additional insured must be provided. This can typically be arranged through the renter's homeowners insurance company. The certificate must specifically declare "host liquor liability" coverage. If renter does not have an existing policy, event insurance can be purchased from a variety of sources or you must contract with an OLCC licensed "alcohol host server" and they supply the above insurance.

Renter(s) and/or Alcohol Server(s) take full legal responsibility as host of the event and agree to comply with all Federal, State and Local laws. Renter(s) and or Server(s) agree to indemnify and hold harmless West Valley Community Campus and Play School LLC from any and all liabilities arising from the serving, consumption and/or sale of alcohol on the premises.

Renter Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Alcohol Server Signature \_\_\_\_\_ Date \_\_\_\_\_  
(if required by OLCC)

***Have Certificate of Insurance mailed to WVCC PO Box 491 Willamina OR 97396 or emailed to [rentals@westvalleycommunitycampus.org](mailto:rentals@westvalleycommunitycampus.org)***

*Certificate must be received at least 14 days prior to event date*

---

**FOR OFFICE USE ONLY**

Required Board Signature for Approval:

Name \_\_\_\_\_ Date \_\_\_\_\_

Certificate of Insurance Indicating "Host Liquor Liability" received by :

Name \_\_\_\_\_ Date \_\_\_\_\_