

Becoming an Approved Vendor for Service of Alcohol at University Events or on University Premises

The following requirements must be met by the licensed vendor to provide alcohol at University Events or on University Premises. Contracts and documents must be on file at the Office of Risk Management; however, several locations (i.e. LaSells Stewart Center) will have additional contracts and requirements. For those locations, see below.

- Provide a Current OLCC license*
- Provide a Current Certificate of Insurance
 - Includes liquor liability coverage at \$1,000,000.
 - Includes “State of Oregon, acting by and through the State Board of Higher Education on behalf of the Oregon State University, and their officers, employees, and agents” named as additional insureds.
- Verify all Alcohol Servers have passed the Server Education Course
- Provide plentiful food and non-alcoholic beverages

*If your OLCC license does not allow “off-premises” service, you will need to complete a Special Events License through the Oregon Liquor Control Commission.

Request to provide service at the following locations have an additional application process. Contact that location directly for the applications, fees, and process.

- LaSells Stewart Center
 - Tina Green-Price, 541-737-2402
- CH2M Hill Alumni Center
 - Debbie Griesmeyer, 541-737-8294
- Memorial Union
 - Deb Mott, 541-737-6688