



Oregon State
University

Oregon 4-H Center
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Alcohol Service at Your Event

Alcohol service at all University events/activities and University properties is governed by [OSU Standard 576-060](#) and MUST be registered with OSU Risk Management 21 days prior to your event.

Alcohol service is subject to the following guidelines:

- Alcoholic beverages are limited to beer and wine.
- Request must be submitted via the online web registration form at least 21 days prior to the event.
- An insured licensed vendor must serve the alcoholic beverages. The licensed vendor must have a current Certificate of Insurance on file that includes liquor liability.
- At least two different substantial food items such as a main course or entree and non-alcoholic beverages must be provided at any event where alcohol is served.

To register your event at the Oregon 4-H Center go to this link <http://risk.oregonstate.edu/alcohol-service> and Click the button for Alcohol Service Registration.

Items that Risk Management will need are:

- A certificate of insurance with OSU and 4-H Center LLC as an additional insured.
- An OLCC Special Event Application from the caterer.
- A copy of the caterer's OLCC license.
- A certificate of insurance from the caterer showing liquor liability with OSU and 4-H Center LLC as an additional insured.