



Temporary Liquor License

226 S. 5th Street, Klamath Falls, Oregon 97601
(541) 883-4950

www.KlamathFalls.city
businesslicense@klamathfalls.city

Legible Print or Type
Business Information

Business Name:	
Business Address:	
Business Phone Number:	¹ Business License #:
Owner Name/Alcohol Manager:	
Owner/Manager Phone #:	
Primary Email Address:	

¹All Temporary/Special Event License Requests require a current City Business License.

A minimum of two weeks is required to process all Temporary/Special Event licenses.

Temporary License/Special Event Details

Date(s) ² :	
Event Start Time:	Event End Time:
Event Name:	
Event Address:	
Will alcohol be served outdoors? <input type="checkbox"/> Yes <input type="checkbox"/> No Food trucks/trailers at event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes to either question, a site plan and additional event information is required, regardless of OLCC exemptions. ³	

²up to seven days total and must be at the same location

³City Requirement

Required Submittals

- \$35.00 Temporary License Review Fee (*non-refundable*)
- Completed OLCC Local Government Recommendation Form
- Site Plan (*outdoor events or food trucks/trailers to be utilized*)

Owner/Alcohol Manager Signature

Date

Print Name



<i>City Use Only</i>	
Received by:	Fees Due:
Date Received:	Date Fees Paid:

<i>City Recommendation</i>	
<input type="checkbox"/> Grant/Acknowledge Date:	<input type="checkbox"/> Denial ⁴ Date:
City Staff Signature:	
Printed Staff Name:	Staff Title:
Staff Phone:	Staff Email:
Recommendation sent to Applicant ⁵ on:	

⁴If Denial recommendation, a written explanation will be included.
⁵All license actions will be sent to Applicant and it is the applicant's responsibility to submit the City's recommendation to the OLCC.