

UCC/SOWI Special Event

Policies & Procedures

Please call with any questions (541) 440-4629

Email: sowi@umpqua.edu

Alcohol & OLCC: The OLCC (Oregon Liquor and Cannabis Commission) requires events to provide substantial food items at the same time alcohol is available. As we are a public school, UCC is not able to deviate from OLCC regulation. UCC's OLCC license is limited to wine, beer and cider.

Bar Service: Bar Service is available for up to four hours when sufficient food is served. Bar Service begins when food is made available and concludes thirty minutes prior to the scheduled end of the event. If you would like to extend bar service, this will need to be discussed, and an additional fee may be applied.

Alcohol Service Fee: A \$250 fee is charged for groups of 150 or less. A \$500 fee is charged for groups of 150 to 300. These fees cover the costs of OLCC licensed servers.

Cancellations: As a courtesy to UCC staff and students, please call as soon as possible should you need to cancel your event. Cancellations made with less than 72 hours' notice will be subjected to 50% of the agreed cost. Cancellations made within 25 hours of the event will be subject to the full cost of the event.

Customizing Your Event: SOWI is proud to provide a quality selection of wine, beer and hard cider. SOWI reserves the right to approve special product requests and additional markups will be applied. Per OLCC regulations, hard alcohol is not permitted.

Payment: The alcohol service fee must be paid prior to the event. Wine, beer and cider can be purchased prior to the event or be invoice for directly following the event. Please make payments to Umpqua Community College.

Right of First Refusal: The Southern Oregon Wine Institute will have the right of first refusal for all alcoholic beverages served on campus. All alcoholic beverages shall be provided by UCC/SOWI. No other alcoholic beverages shall be served or furnished by the customer or third parties except as specifically authorized by UCC/SOWI.

UCC/SOWI Special Event

Alcoholic Beverage Service Request Form

Estimated number of guests: _____

Estimated number of guests under 21 years of age: _____

Your Event will be:

Cash Bar: (Guests pay for their own wine, beer or cider) _____

Hosted Bar: (Wine, beer and cider are paid for by the host) _____

If you have a special request or would like further consultation, please explain your needs below:

<p>Comments:</p>

By acknowledging below, you agree to all UCC/SOWI policies regarding alcoholic beverage service:

Name _____ Phone _____

Email _____

Signature _____ Date _____

SOWI WINES

Wine	Bottle Price	Case Price
Pinot Gris	\$20	\$240
Chardonnay	\$20	\$240
Grenache	\$25	\$300
Cabernet Sauvignon	\$25	\$300
Tempranillo	\$25	\$300
Merlot	\$25	\$300
Riverhawk Red (Blend)	\$25	\$300

Assorted Craft Beers and Ciders

\$4/Can or bottle

Alcoholic beverages can be purchased before the event and poured until gone or tallied at the end of the event for billing. Please make payments to *Umpqua Community College*.