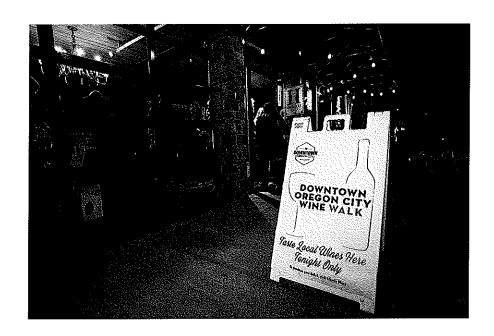
# WINE WALK HANDBOOK



How to organize a Wine Walk in downtown Oregon City

2022 Edition

# OVERVIEW PICK A DATE

- Traditionally held on a Thursday evening from 6-9 or 5-8 (depending on time of year and sunlight) because restaurants are too busy to handle the extra traffic on a weekend night, but may try a Saturday afternoon sometime so that people will stay for dinner after
- Rain or shine

# **PICK NUMBER OF TICKETS**

# START CALLING WINERIES

A list of wineries that have been invited before will be included in this handbook, but you can call any winery within about 1-1.5 hours drive. 2+ hours tends to be too far to drive for a 3 hour event, but it has happened before. Suggest 12-15 wineries per event

# **CALL FOR HOST BUSINESSES**

Put out a call for host businesses through mailchimp, facebook, and/or in person asks - may charge them to be hosts - but typically we ask them to provide a table for the winery and a OLCC Alcohol Monitor for the door (sample communications with businesses attached in the handbook).

# **GET OLCC PERMITS**

- 1. SEW OLCC forms (attached in this handbook) need to be completed by the winery ASAP. My suggestion is to fill out as much of the form as possible before sending it to them to complete with their information. Example, fill out their host location and date, etc.
- 2. Complete an OLCC Special Event Permit (example in handbook) with information about the event and the location. Use a map with downtown outlined so that you can use the restaurants as the food needed to support the event.
- 3. After confirming participating host businesses, assign the wineries to each location (sometimes restaurants want to work with a particular winery or vice versa). Their addresses should go on each SEW Form.
- 4. Bring the packet of SEW Permits and the Special Event Permit to OCPD for approval.
- 5. Once signed by the OCPD, you can bring the whole packet to OLCC in Milwaukie on 99W with payment (\$10 per SEW).
- 6. You will need to have a folder with this paperwork at the registration desk on the night of the event in case a OLCC inspector checks in.

GET PLAZA PERMIT

# **COMMUNICATE WITH BUSINESS OWNERS**

Example Communications in Handbook - Connect them with their winery so that they can coordinate their needs for table space, set up times, day of event contacts, etc. and post event survey.

# COMMUNICATE WITH WINE VENDORS

Example Communications in Handbook -

- Suggestion is to bring just 2 varieties, a red and a white, so that people don't get too drunk on multiple samples. Sometimes wineries ignore this and bring lots of varieties and end up holding up the lines because people want to try all of them.
- Load in/load out times and locations
- Check in at registration
- Evaluation Survey

# **SET UP TICKET SALES**

TicketLeap.com -

Admin Email: liz@downtownoregoncity Password: Chewy@14

Add Users as needed to manage ticketing software

Create event (duplicate if possible) - discount codes for Sponsorships can be created in the settings area. Copy link to ticket sales and post on the DOCA website in the Events section.

# MARKETING

Drive all traffic to the DOCA website where they can click on the TicketLeap link to purchase tickets.

HIRE a PHOTOGRAPHER for the event

Graphic design with new logo for each wine walk - people collect the glasses and want a variety:

- Facebook event
- Instagram posting and link in bio
- Posters with sponsors (~60)
- Press release with sponsor
- Posts on social media groups, OC Chit Chat, etc.

# ONE WEEK PRIOR TO EVENT

- Design and Print Aframe Posters to go outside each host location 24"x 36", Zach at ZCS Engineering usually prints our large format stuff for free for us so we try to minimize the amount of color needed to print ie. logos and words in color or black, but with clear background.
- Print an laminate enough "No alcohol beyond this point" signs (there are some in the white closet by the printer)
- Grab all the aframes from the basement, clean them and tape large posters to them to prep
- Grab water pitchers from basement for spit cups.
- Grab box of wristbands in basement
- Stuff glasses with any marketing material for upcoming events
- Prep ipods and table/tent for registration
- Print Registration signage and pull out DOCA tablecloth

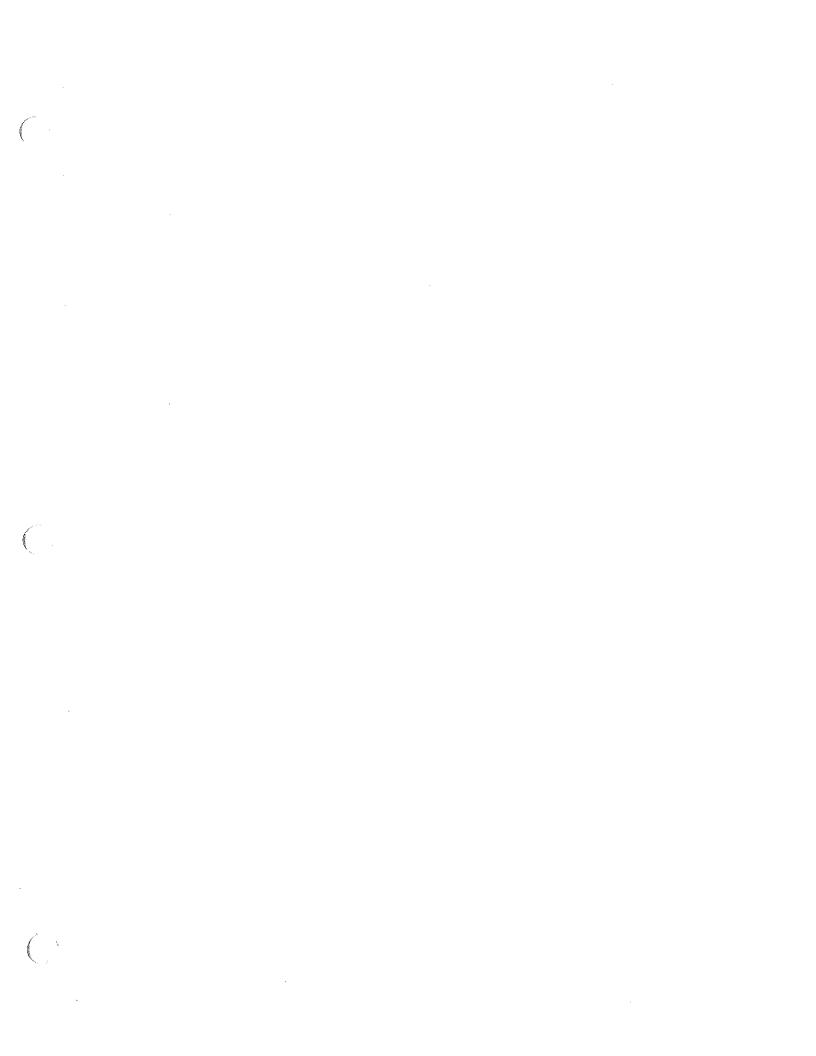
## DAY OF THE EVENT

- 3 hours prior to event
- Charge up ipods and portable batteries
- 2 hours prior to event
- Set out aframes in front of host businesses
- 1 hour prior to event
- Set up registration booth with glasses and ipods

At registration booth you need:

- 2 people checking IDs and wristbanding
- 2-4 people scanning tickets
- 1-2 people moving glasses from boxes to front table
- 1 person troubleshooting registrations with ipod

We always keep the registration booth open for about 2 hours of the event and close it up for the last hour. But you can just have 1-2 people stay. After the initial rush, the rest of the volunteers can grab a glass and **JOIN IN THE FUN** 





# Spring Downtown Oregon City Wine Walk 2019 SPONSORSHIP AGREEMENT

This agreement is made between Main Street Oregon City, 814 Main Street, Oregon City, OR 97045 (dba: Downtown Oregon City Association) and <u>ZCS ENGINEERING</u>.

Based upon the terms of this Agreement, and for other good and valuable consideration, the parties agree as follows:

ZCS ENGINEERING will be the <u>PRESENTING SPONSOR</u> at the <u>SPRING DOWNTOWN OREGON</u> CITY WINE WALK on <u>WEDNESDAY</u>, MAY 1, 2019, to include:

- Naming rights (Wine Walk presented by)
- Press release announcing sponsorship
- 4 complimentary tickets with included glass
- Name on all promotional material; logo on poster, website, and Summer brochure
- Mention in at least one social media post
- Logo on on-site sponsor recognition signage

Sponsorship Fee: \$1,000

Force Majeure. The parties shall be excused from performance of any of each party's obligations hereunder when such performance has been delayed, hindered or prevented by any cause or caused beyond such party's reasonable control which shall include without limitation, actions of the other party, labor disputes, riots, civil commotion or insurrection, war or war-like operations, invasion rebellion, military or usurped power, sabotage, threats of or acts of terrorism, governmental restrictions or controls, court order and the acts of superior governmental authorities, inability to obtain any materials or services, fire or other casualties, natural disasters or acts of God, inclement weather, or sudden failure of subsurface structures. In the case of cancellation due to Force Majeure, the sponsor shall receive a credit on sponsorship not yet received toward a rescheduled or subsequent event.

<u>Indemnity</u>. The sponsor agrees to indemnify, defend and hold harmless and to release forever, discharge the event, Main Street Oregon City, its officers and agents from any and all damages, injury, death, loss, liability, claims, penalties, actions, causes of action, judgments, and liabilities of every kind and description (including court costs and attorney fees), resulting from the conduct, actions and/or omissions of the sponsor. Main Street Oregon City shall have no obligation hereunder for claims resulting from the sponsor's sole negligence.

<u>Representations</u>. Each party represents and warrants to the other that (i) it has the right, power and authority to enter into this Agreement and perform the obligations on its part to be performed, (ii) it will comply with all applicable law.

<u>Insurance</u>. The sponsor agrees to maintain (i) general liability insurance, including blanket contractual liability insurance with limits of \$1,000,000 combined (ii) single limit for bodily injury and property damage or commercial general liability insurance with limits of not less than \$1,000,000 general aggregate and \$1,000,000 each occurrence limit. All policies required herein shall name Main Street Oregon City as additionally insured and shall require that said policy shall not be cancelled or the policy limits decreased without thirty (30) days prior written notice. The sponsor shall procure all lines of insurance with a carrier that has a minimum AM Best rating of A- or better.

Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon.

<u>Payment Terms</u>. By signing below, the sponsor agrees to abide by payment terms and conditions listed in this agreement. Payment is due in full by <u>March 31, 2019</u>.

# ZCS ENGINEERING will be the <u>PRESENTING SPONSOR</u> at the <u>SPRING DOWNTOWN OREGON</u> CITY WINE WALK on <u>WEDNESDAY</u>, MAY 1, 2019

AGREED:	
MAIN STREET OREGON CITY	ZCS ENGINEERING
Signature:	Signature:
Name: Elizabeth Hannum Title: Interim Executive Director	Name: Rikki Deats Title: ZCS Engineering
Date:	Date:
	Address: 524 Main Street Suite 2 Oregon City, OR 97045 Phone: 503.659-2205 Email: Rikki Deats: rikkid@zcsea.com Zach Stokes: ZachStokes@zcsengineering.com
	Zach Stokes: ZachStokes@zcsengineering.co



Yes X No

#### OREGON LIQUOR CONTROL COMMISSION



# PLAN TO MANAGE SPECIAL EVENTS

When the expected attendance per day in the area where alcohol will be sold or consumed is 501 or more, any applicant for a Temporary Sales License (TSL-NP and TSL-FP), Special Event Winery (SEW), Special Event Grower (SEG), Special Event Brewery-Public House (SEBPH), Special Event Brewery (SEB), Special Event Distillery (SED), or a Temporary Use of an Annual License (TUAL) event must complete this form (unless exempted from this requirement by the OLCC) and submit it with the application to the OLCC.

Other applicants (those expecting 500 or fewer attendees per day in the licensed area) may choose to use this form. In some cases, even if the expected daily attendance is 500 or fewer, the OLCC may require this form.

Examples of times when the OLCC may require more detailed information, even if the expected daily attendance in the area where alcohol will be sold or consumed is 500 or fewer, include a licensed area projecting an emphasis on alcohol consumption, projecting an emphasis on entertainment, or proposing to allow minors and alcohol together in the same area.

Please note that for some licensed areas, in order to convince the OLCC that you will adequately manage the licensed area, the OLCC may require more details in addition to your completed PLAN TO MANAGE SPECIAL EVENTS form or any other information you submitted regarding how you will control the licensed area.

If there will be more than one of the above licensees making alcohol available in the same area(s) of the same event, all licensees may agree to submit and follow one plan. 1. Applicant Name: Downtown Oregon City Association 2. Email: liz@downtownoregoncity.org 3. Event Name: Downtown Oregon City Wine Walk 4. Date(s) of event: May 1, 2019 am X pm to 9 5. Start/end hours of alcohol service: 6. Event Street Address Several locations between 5th and 10th on Main Street 9, Zip: 97045 8. County: Clackmas 7. City: Oregon City Yes **X** No 10. Will minors be allowed at the event? X Yes 11. If yes, will minors and alcohol be allowed together in the same area? 12. Will any portion of the licensed premises be prohibited to minor patrons? Yes No If yes, describe your plan to prevent minor patrons from gaining access to the prohibited area: While minors are not at the event, these businesses will stay open to th public. Wineries will only be providing 1oz wine samples to those with the special event glasses. 13. Expected total attendance per day in the area(s) where alcohol will be sold or consumed)? 500 14. List name(s) and contact phone(s) of alcohol manager(s) on-duty and in the licensed area: Liz Hannum (508) 963-9146 15. Describe the primary activities within the licensed area: Sip & Shop Event. Each location will host a winery who will provide a 1oz wine pour to ticket holders. 16. Do you estimate that 30 percent or more of the people attending the event will be between 15-20 years of age?

	the should be come during the entire time that
17.	Do you estimate the <u>number</u> of patrons in the licensed area will be about the same during the entire time that alcohol is sold or consumed? XYes No
	If no, what are the estimated times that a greater number of patrons will attend?
	At any one time, what is the average range of the number of staff (such as managers, servers, security, alcohol monitors, ID checkers, etc.) on-duty, at the event, and whose job includes monitoring patron behavior?
We The	will have one volunteer at each location, plus 4 volunteers per registration booth at all times. There will be 2 registration booth. se will also b
	Will Alcohol Monitors work in the licensed area? X Yes No  (An Alcohol Monitor is a person in addition to alcohol servers and security staff who monitors the sale, service, and consumption of alcoholic beverages to help ensure that unlawful sales, service, and consumption of alcoholic beverages do not occur.)
20.	If yes to #19, list the <u>minimum</u> number of <b>Alcohol Monitors</b> you estimate will work during the estimated times when a greater number of patrons will attend and the estimated times when a regular number of patrons will attend:
	Minimum number during estimated times of greater patron attendance
	Minimum number during estimated times of regular patron attendance
21. The	If yes to #19, describe how Alcohol Monitors will be readily identifiable as such to patrons: by will be wearing lanyards that say "alcohol monitor"
	Will all Alcohol Monitors be required to have a service permit? Yes 🗵 No
	If no to #22, those Alcohol Monitors without a service permit must be uncompensated volunteers who are directly supervised in the licensed area by an individual who has successfully completed an Alcohol Server Education course within the last five years. Please list the name(s) of the supervisor(s) and their server education completion date(s):
Alc	ohol monitors will be uncompensated volunteers and will will be directly supervised by Brian Slack (Education course completed 0/16)
24.	Is the applicant a nonprofit or charitable organization with an Oregon Registry Number issued by the Oregon Secretary of State's office? XYes No
	If yes, list <mark>Oregon Registry Number</mark> (OLCC does not accept a federal registry number or an EIN number): Oregon Registry Number: 563724-94
<u> </u>	If you to #24, will the applicant use servers who don't hold a service permit? Yes X No
24a 25k	i. If yes to #24, will the applicant use servers who don't hold a service permit? Yes No  If yes to 24a, describe the plan to train these people in at least the following: recognizing minors; properly checking identification; and how to recognize and respond appropriately to visibly intoxicated persons:
Ou	r volunteers will not be pouring anything.

4. 185

26. Will servers, security, or ID checkers wear clothing or other designation which readily identifies them as such to patrons? XYes No						
ery logo shirts - monitors will have name tags o	on lanyard					
ant for consumption in the licensed area:						
Size of Container (in which the Alcohol will be Served)	Maximum Amount of Alcohol in the Container					
12oz Steamless Wine Glass	Sample 1oz Wine Pour					
ensed area will have to ensure the proper o read common newspaper print; or (please describe):	monitoring of patrons:					
naging the licensed area will be used, desc	cribe them here (or submit a separate					
<b>34.</b> Date						
	Size of Container (in which the Alcohol will be Served)  12oz Steamless Wine Glass  rve alcoholic beverages for consumption is ared to containers used to serve nonalcol mame and logo. Nonalcoholic beverages will be intainers of alcoholic beverages meant for ne?  ensed area will have to ensure the proper or read common newspaper print; or (please describe):					



No service to minors.

# OREGON LIQUOR CONTROL COMMISSION

# SPECIAL EVENT WINERY (SEW) APPLICATION

ever	license allows an Oregon Winery Licensee to sell wine, cide t licensed area, in sealed containers for taking out of the sp in a securely covered container (i.e. growlers) for taking ou	ecial ev	vent licensed	area, and m	nalt beverages, wine, or
ø	Process Time: OLCC needs your completed application in state 4 weeks before the first event date listed in #10 below (smay refuse to process your application if it is not submitted OLCC License Fee: \$10 per license day or any part of a licen payable to OLCC. A license day is from 7:00 am to 2:30 am License Days: In #10 below, you may apply for a maximum	some evalued in suffers in suffer	vents may ne icient time fo Make payn succeeding	ed extra pro or the OLCC nent by chec calendar day	ocessing time). OLCC to investigate it. ck or money order,
1.	Licensee Name: OEF, LLC.				
2.	Email: havelle Canneance. com				The second form
3.	Trade Name of Business: Anne Amic Vinua	<u>ras  </u>		<b>4.</b> Fax:	
5.	Address of <u>Annual</u> Business			<b>6</b> . City:	Arra Nima.
	USBO NE Mineral Springs Rd.		1	<u> </u>	ariton
	Contact Person: Travelle Bramlett		8. Contact	Phone: 503	3. BU4. 2991
	Event Name: Downtown Oregon City Wine Walk				
10.	Date(s) of event (no more than five days): Wednesday, May 1, 2019				
11.	Start/end hours of alcohol service: 6 am	<b>X</b> pm	to 9	_am ≥	K pm
12.	Address of Special Event:	City			Zip
13.	s the event outdoors? Yes X No				
	If no, in what area(s) of the building is the event located?				
	The event will occur within the normal retail space (one space).				
13b.	If yes, submit a drawing showing the licensed area and how	the bo	undaries of t	he licensed a	area will be identified.
14./	Describe the primary activities within the licensed area:				
	This is a sip & shop event with wine samples.				
15.	Will minors be allowed at the event?				
16.	What is the expected attendance per day in the licensed are	a (whei	re alcohol wi	l be sold or o	consumed)? 500
If yo	ITO MANAGE THE SPECIAL EVENT LICENSED AREA ur answer to #16 is 501 or more, in addition to your answers DLCC's Plan to Manage Special Events form, unless the OLCC	to que	stions 17, 18 ots you from	, and 19, you this requiren	u will need to complete nent.
	Describe your plan to prevent problems and violations:				
	Use experienced, permitted servers. No service to minors. A volunteer alcohol monitor at the location.				
port	Describe your plan to prevent minors from gaining access to on of the licensed premises prohibited to minors:  D. checked before serving.	alcohol	ic beverages	and from ga	aining access to any

19. Describe your plan to manage alcoh					
No service to visibly intoxicated person	S.				
·					
20. List name(s) and service permit nur		n-duty and in the licensed area:			
Tiquette Bramlet	十一500148				
The contract of the contract o					
LIQUOR LIABILITY INSURANCE		d. D. He Barrandana dha arank			
If the licensed area is open to the public must have at least \$300,000 of liquor lia		1 or more per day in the licensed area, the event			
21. Insurance Company: NOYTO F		~			
22. Policy #: A0(2)03863	MAIN HOMANCO	23. Expiration Date: 10.1.19			
MARIJUANA					
24. Will marijuana (such as use, consum	ption, samples, give-away, sale,	, etc.) be allowed on the special event licensed			
premises or be part of the event or an a	adjacent event? LYes 🔀 No	0			
FOOD SERVICE					
	areas where alcohol service is a	vailable at least two different substantial food			
items (see the attached sheet for an ex					
25. Name at least two different substan		ided:			
1, Steak	2. Fish				
GOVERNMENT RECOMMENDATION	m the local city or county name	ed in #26 <u>before</u> submitting this application to the			
OLCC.	official ocal city of county fiame	ed II #20 before submitting this application to the			
	s within a city's limits, or the co	unty if the event address is outside the city's			
limits:		and the second s			
SIGNATURE					
I affirm that I am authorized to sign this		plicant.			
27. Name (please print): Trauth	C bramlett	20 Date: (2, 41, 46			
28. Signature:	<del>#</del>	29. Date: 3.21.19			
		The state of the s			
CITY OR COUNTY USE ONLY					
The city/county named in #26 above recommends:					
☐ Grant ☐ Acknowledge ☐ Deny (attach written explanation of deny recommendation)  City/County Signature: ☐ Date:					
City/County Signature: FORM TO OLCC		Dace.			
	an OLCC representative. Subm	nit this form to the OLCC office regulating the			
county in which your special event will					
OLCC USE ONLY	Date:	Receipt #:			
Fee Paid:		1			
		<u> </u>			
License is: ☐ Approved ☐ Denied OLCC Signature:		Date:			



#### OREGON LIQUOR CONTROL COMMISSION

# SPECIAL EVENT WINERY (SEW) APPLICATION

This license allows an Oregon Winery Licensee to sell wine, cider, and malt beverages for drinking within the special event licensed area, in sealed containers for taking out of the special event licensed area, and malt beverages, wine, or cider in a securely covered container (i.e. growlers) for taking out of the special event licensed area.

- Process Time: OLCC needs your completed application in sufficient time to approve it. Sufficient time is typically 2 to 4 weeks before the first event date listed in #10 below (some events may need extra processing time). OLCC may refuse to process your application if it is not submitted in sufficient time for the OLCC to investigate it. OLCC License Fee: \$10 per license day or any part of a license day. Make payment by check or money order, payable to OLCC. A license day is from 7:00 am to 2:30 am on the succeeding calendar day. License Days: In #10 below, you may apply for a maximum of five license days per application form. 1. Licensee Name: 2. Email: 4. Fax: 3. Trade Name of Business: **6.** City: 5. Address of Annual Business 8. Contact Phone: 7. Contact Person: 9. Event Name: Downtown Oregon City Wine Walk
- Wednesday, May 1, 2019 11. Start/end hours of alcohol service: 6 am X pm am 🗙 pm to 9
- City Zip 12. Address of Special Event:
- Yes X No **13.** Is the event outdoors?

10. Date(s) of event (no more than five days):

13a. If no, in what area(s) of the building is the event located?

The event will occur within the normal retail space (one space).

- 13b. If yes, submit a drawing showing the licensed area and how the boundaries of the licensed area will be identified.
- 14. Describe the primary activities within the licensed area:

This is a sip & shop event with wine samples.

- X Yes No 15. Will minors be allowed at the event?
- 16. What is the expected attendance per day in the licensed area (where alcohol will be sold or consumed)? 500

## PLAN TO MANAGE THE SPECIAL EVENT LICENSED AREA

If your answer to #16 is 501 or more, in addition to your answers to questions 17, 18, and 19, you will need to complete the OLCC's Plan to Manage Special Events form, unless the OLCC exempts you from this requirement.

17. Describe your plan to prevent problems and violations:

Use experienced, permitted servers.

No service to minors.

A volunteer alcohol monitor at the location.

- 18. Describe your plan to prevent minors from gaining access to alcoholic beverages and from gaining access to any portion of the licensed premises prohibited to minors:
  - I.D. checked before serving.

No service to minors.

19. Describe your plan to manage alcoh	ol consumption by	adults:	
No service to visibly intoxicated person			
140 Setvice to visibly intoxicated betsore	<b>.</b>		•
•		•	, <del>g</del> .
20. List name(s) and service permit nur	mber(s) of <mark>alcohol</mark> m	anager(s) on-dut	y and in the licensed area:
LIQUOR LIABILITY INSURANCE			
			more per day in the licensed area, the event
must have at least \$300,000 of liquor li	ability insurance cov	erage (ORS 471.:	168).
21. Insurance Company:			
22. Policy #:		23.	Expiration Date:
MARIJUANA			No allowed on the energial over the energy
24. Will marijuana (such as use, consum	iption, samples, give	e-away, sale, etc.,	) be allowed on the special event licensed
premises or be part of the event or an a	ajacent event?	res No	
FOOD CEDITION			
FOOD SERVICE	aroac whore alcohol	sarvica is availat	ole at least two different substantial food
items (see the attached sheet for an ex			one at least two different substantial rood
25. Name at least <b>two</b> different substan			
1. Steak	dar 1000 items that	2. Fish	
GOVERNMENT RECOMMENDATION		2,1100	
	m the local city or c	ounty named in #	#26 <u>before</u> submitting this application to the
OLCC.	in the local city of c	oditty named in r	<u> </u>
<b>26.</b> Name the city if the event address is	s within a city's limit	s, or the county i	f the event address is outside the city's
limits:	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,	•
SIGNATURE			
I affirm that I am authorized to sign this	application on beha	alf of the applicar	nt.
27. Name (please print):			
28. Signature:			29. Date:
Zo. Signature.			
CITY OR COUNTY USE ONLY			
The city/county named in #26 above red			
☐ Grant ☐ Acknowledge	□ Deny (attach wr	itten explanation	of deny recommendation)
City/County Signature:			Date:
FORM TO OLCC			
		atíve. Submit thi	s form to the OLCC office regulating the
county in which your special event will h			
OLCC USE ONLY	Date:	Rec	eipt #:
Fee Paid:			
License is: ☐ Approved ☐ Denied			
OLCC Signature:			Date:



# FOOD REQUIREMENTS FOR A SPECIAL EVENT WINERY (SEW)

#### WHAT AMOUNT OF FOOD MUST I PROVIDE?

• **TWO**: You must provide at all times and in all areas where alcohol service is available at least <u>two different substantial food</u> items.

#### WHAT IS A SUBSTANTIAL FOOD ITEM?

This is a food item that is typically served as a main course or entrée. Some examples are fish, steak, chicken, pasta, pizza, and sandwiches. Side dishes, appetizer items, dessert items, and snack items such as popcorn, peanuts, chips and crackers do not qualify as substantial food items.

#### WHAT DOES "DIFFERENT" MEAN?

"Different" means substantial food items that the OLCC determines differ in their primary ingredients or method of preparation. For example, a turkey sandwich differs from a salami sandwich, a beef burger differs from a turkey burger, and fried chicken differs from baked chicken. Different sizes of the same item are not considered different.

#### IS THERE AN EXCEPTION TO PROVIDING THE TWO DIFFERENT SUBSTANTIAL FOOD ITEMS?

The OLCC must determine that the clearly dominant emphasis is food service at all times in the area where alcohol service is available in order for you to provide only one substantial food item. The OLCC will work with you to make this determination prior to approving your application.

WHAT DOES IT MEAN TO PROVIDE FOOD SERVICE "AT ALL TIMES AND IN ALL AREAS WHERE ALCOHOL SERVICE IS AVAILABLE"? Patrons must be able to obtain food service inside the special event licensed area. You may use either of the following two methods to provide food service:

- Within all areas where alcohol service is available, have the minimum required food items available for patrons at all times; or
- Within all areas where alcohol service is available, have a menu of the minimum required food items (plus any
  other items you may choose to include) available for patrons at all times and be able to provide the food items in
  the area if a patron chooses to order food. The food items could be kept at a location other than the area where
  the alcohol is served; however, you must be able to provide the food items to the patron in the area where alcohol
  service is available.

#### IS PROVIDING TASTINGS OF ALCOHOL CONSIDERED PROVIDING ALCOHOL SERVICE?

Yes, providing tastings of alcohol is considered providing alcohol service; therefore, the food requirements must be met.

#### MAY I USE FOOD PROVIDED BY A CONTRACTOR OR CONTRACTORS TO MEET THE FOOD REQUIREMENT?

Yes, the food service may be provided by someone other than you; however, even if food service is provided by a contractor, you are fully responsible for compliance with the food requirements. You may sell or serve alcohol only when food service that meets the requirement is provided to patrons at all times and in all areas where alcohol service is available.

#### WHO MAY THE CONTRACT FOR THE FOOD SERVICE BE WITH?

The contract may be between:

- You (the OLCC licensee) and the food service contractor; or
- The organizer of the event and the food service contractor.

#### DOES THE FOOD SERVICE CONTRACT NEED TO BE IN WRITING?

No, the food service contract does not need to be in writing; however, you may sell or serve alcohol only when food service that meets the requirement is provided to patrons at all times and in all areas where alcohol service is available.

# Clackamas County Facility and Property Use Agreement

	is Facility and Property Use Agreement ("Agreement") is made between wntown Oregon City Association						
ac	luly licensed and registered Oregon("User")						
an	d Clackamas County ("County") as of <u>March 7</u> , 2019						
1.	PERMISSION: County hereby grants to User permission to enter upon, occupy and use the Property for the periods set forth in Paragraph 4 below, and to bring all necessary personnel, equipment and temporary structures onto the Property, for the purpose of sales, promotion, marketing, and all other lawful purposes.						
2.	PROPERTY: Property is identified as real property owned or leased by the County or any of its special districts, and generally described as follows:						
	Clackamas County Parks: Park Name(s):						
	Park Location(s):						
	☑ Clackamas County Facilities (buildings, parks, ball fields, etc.):						
	Name(s): Liberty Plaza						
	Location(s):807 Main Street						
	Property will include all interior and exterior areas, certain personal property (i.e. furniture and fixtures, as agreed upon by User and County) located in, on and/or about the Property, and where agreed upon, use of County name, logo, trademark or slogan, as depicted in, on, and/or about the Property.						
3.	. SCOPE OF USE: User shall have the right to use the electricity, gas, water and other utilities on the Property at User's expense.						
	User shall have the right during the periods set forth in Paragraph 4 below to use any or all of the Property as follows:						
The	e Wine Walk is Wednesday, May 1st from 6pm to 9pm. The plaza will be used for registration and glass						
pic	k-up. Participants will take their labeled glasses to local businesses for wine samples. No alcohol will be						
cor	nsumed in the plaza.						

1 - Clackamas County Facility and Property Use Agreement - May 2015

User shall be responsible for providing all services necessary to properly and reasonably accommodate the event being hosted. Such services may include, but are not limited to, security, lighting, sanitary and bathroom facilities, trash collection and removal.

4.	DATES:	The Property	shall be	available	for use	by U	ser as	follows:
	-, , , <u>-</u>	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,						

05.01.19 From Date:			To Date:	05.01.19		
Time of Day: From:	5:00	_□ a.m.	₫ p.m.	To: <sup>9:30</sup>	_o a.m.	ற் p.m.

 FEES AND SECURITY DEPOSITS: The County at its sole discretion may charge a fee for the use of the County Property or facility. The fee may be a daily assessment or a onetime charge. Payment must be made prior to use of Property.

As a security deposit, User shall pay County the amount of \$500.00. The deposit shall be made prior to use of the Property. The security deposit shall be used to repair any damages to the County Property and to reimburse the County for the cost of utilities or other services used by the User. If User's use of the Property requires the involvement of County staff, the fully loaded hourly rate of County staff time shall be billed to the security deposit. User agrees to be personally responsible for any charges in excess of the amount of the security deposit.

- 6. <u>PRIOR APPROVALS</u>: User shall obtain all necessary permits and approvals from all federal, state, and local governments prior to or concurrent with applying to the County. The County may require User to demonstrate such approvals as a condition of permission to use the Property.
- 7. <u>FACILITIES:</u> User agrees to leave the Property in as good condition as when entered upon by User, reasonable wear and tear is excepted. User will remove all equipment and temporary structures brought onto the Property. User will use reasonable care to prevent damage to the Property and all occupants or visitors.
- 8. <u>RELEASE AND INDEMNIFY</u>: User will release, defend, hold harmless and indemnify the County and its officers, agents and employees against all liability, losses, and costs arising from actions, suits, claims or demands, resulting from any acts by User, and its officers, employees, and agents, including claims of negligence, in connection with use of the Property by User, its officers, employees, and agents.
- 9. <u>INSURANCE</u>: User agrees to maintain Commercial General Liability Insurance covering Bodily Injury and Property Damage on an "occurrence" form in the amount of not less than \$1 Million per occurrence/\$2 Million general aggregate for the protection of the County, its officers, commissioners, and employees. Such insurance shall include "Clackamas County, its agents, officers, and employees" as an additional insured.

If any alcohol is to be served on the Property, then User agrees that it will obtain additional insurance coverage, including liquor liability coverage, and such insurance shall include "Clackamas County, its agents, officers, and employees" as an additional insured. User further agrees to ensure that all sub-Users/agents provide liquor liability insurance with the same limits as User and that such insurance shall include "Clackamas County, its agents, officers, and employees" as an additional insured.

County reserves the right to require User to provide County with proof of proper insurance coverage and certificates prior to County approval to use any facilities.

- 10. RESERVATION OF RIGHTS: The County reserves all rights of every kind and nature whatsoever in connection with use of the Property by User. County grants to User a revocable license to use County property.
- 11. USAGE: User shall use the property in a lawful manner and for uses and at times authorized in this Agreement. County may rescind the permission granted to User hereunder at any time and for any reason. The County shall have full and unfettered access to and use of the Property at any time when User is occupying the Property.
- 12. MISCELLANEOUS: This Agreement is the entire agreement of the parties with respect to the subject matter hereof and cannot be modified or cancelled except by written instrument signed by both parties. This Agreement shall be interpreted in accordance with the laws of the State of Oregon pertaining to agreements made and performed in Oregon and the courts located in Clackamas County, Oregon shall have the jurisdiction over all disputes hereunder.

The signing below User agrees to comply with all requirements set forth in this Agreement.

11

	ER: 00 1 /	
Ву	Liz Hannum Ungabatu to	Date:
Fo	Downtown Oregon City Association	
Ad	dress: 814 Main Street, Oregon City, OR 97045	
CC	DUNTY:	
	indicated below, County has reviewed this Facility arquest is:	nd Property Use Agreement and the
	DENIED APPROVED AS SUBMITTED Security Deposit Received: \$ 50000 Uk 1230;	2/14/18

APPROVED WITH	THE FOLLOWING CO	NDITIONS: \$50.00 non-refundable use fee
TO GACITUAY OF THE	; everit	
Security Deposit Rece	eived: \$ <u>57) <sup>eo</sup> </u>	591 dated 2/26/14  Date: <u>03/15/4</u>
By: Approx	2	Date: <u>03/15/14</u>
2051 Kaen Road Oregon City, OR 9704		,
<b>* * * * * * * * * * *</b> * * *	* * * * * * * * * * * * *	* * * * * * * * * * * * * * * * * * * *
	SECURITY DEPOSIT	T AND INSPECTION
with the foregoing gran	nt, and the undersigned l	after completion of use thereof in accordance hereby ackowledges and agrees that said eir prior condition in accordance with the
The security deposit in amount of \$ for the fo	the amount of \$ . Deductions from the llowing:	shall be returned to User in full or partial security deposit are warranted in the amount
Utilities: Damages to Property: Staff Time: Misc:	\$\$ \$\$ \$\$	   -
Total:	\$	···
Inspected By:		
		-
Dotad	004	

(		

Comments		Confirmed per Carmen 1/22	wants to participate per Liz email. 1.31 follow up email sent	1.3 i email to Yvette for assistance with winery	1.31 email inquiry sent	1.31 email inquiry sent		1.31 email inquiry sent. Carmen in wine club	`	Confirmed ner Carmen 100		Confirmed by Kenti follow im email sent 131	The second secon		1.31 email inquiry sent	email using online form																												having a baby in may, interested in fall wine walk										
Outreach Tracking	Apply online				~													nall and the amost 3/14	can and Du Chan 3/14	can't do this one, asking about	vm 3/14	vm on 3/14	vm on 3/14	vm on 3/14	none	vm 3/14		no vm set up 3/14	vm 3/14	vm 3/14		vm 3/14	convo and emailed 3/14	vm and eamil 3/14					!	HA				call with email 3/14	vm 3/14	contro and amail 3/14	convo and chan 3/14	confact for the august wine wark	convo and email 3/14					
Phone	(503) 538-3652	(503) 864-2991	541,913.7990	(503) 263-6267	(503) 538-1141 x123	(503) 538-3199	(503) 538-3318	503.554.9885	(503) 234-3790	7177,778 (\$0\$)	(503) 852-3185	(503) 454-0208	(503) 344-6452	(503) 638-7323	(503) 662-3280	(503) 932-3540		0097.460	(541) 385 3893	(241) 386-2882	(971) 259-8269	(503) 203-2583	(503) 969-7209	(503) 389-0619	(503) 649-0027	(503) 625-1591	(503) 678-2144	(503) 678-3131	(503) 628-1227	(503) 925-0972	503-678-1204	503-625-1978	503 780 6200	503 655 2599	503-925-0712			503 864 2700	000 720 7455 #4	## CC###467#000		503-864-2328 (cell			503 864 3404			0000	2069 629 600					
Email		rodolph@anneamie.com	Catherine (@clwinery.com	intolachristopherbridgewines.com	kristin(a)dobbestamilyestate,com;	ату, warren@sgws,com	wendy.berkey@erath.com	thaneh@hawkinscellars.com	winegoddess@hinchicksdowing.com	stacy@oventoe.com	info@niteroadwines com	nascale@tumwatervinevards.com	wineinfo@tuscaninowine.com	info@twillcellars.com	any warren@sews.com		amy warren@sews com	anna @domainacara	sheisting @ anthody little continues	cnfistina@camedraindgewinery.com											ashley@ladyhlll.com		villacatalana@gmail.com		TVW@TerraVinaWines.com	wine@archervinevard.com	paul@thefourgraces.com	schleu@domainedrouhin com david@	asmey Cabinamemounini, com davido	(1) - (1) -	intolal sokolplosser com	margo@whiteroseestate.com		heather@siltstonewines.com		mon charles and arrive			into(a) blakes leevineyard.com					
Contact Name		Rodolphe Louchart	Catherine Gray		Kristin Rice, Toni	Ату Warren	Wendy	Thane Hawkins		Stary Heatherington		Pascale King			Ату Warren		Ату Шятеп	Anny runch				Bob	Ed		Barbara				Jordan	Mike	Ashley Ray		bur!				Paul	schler and darid	asincy and dayin			margo		heather	michele	anim	man,		monica					
Location	Newberg	Carlton	west Linn	Cregon City	ly Dundee	Dundee	Dundee	Dundee	Portland	Newhern	Carlton	Westlin	Oregon City	West Linn	Vamhill	Salem	Билепе	Darton	Dayton Durdee/Wood Dines	Dundee/Hood Kiver	Newberg	Portland	Portland	North Plains	Beaverton	Sherwood	Champoer	Aurora	Sherwood	wilsonville	Champoeg	Sherwood	oregon city	west linn		newberg	dindee	darton	uay ton	neworty (S)	<b>11</b>	ı	doesn't staff events.	dayton	dayton	dindea	dundee	ammae.	sperwood					
Winery	Adelsheim		Campbell Lane	Christopher Bridge Wines	Dobbes Family Estate/Wine By Dundee	Duck Pond Cellars	State William	Hawkins Cellars	Fins Chicks Do Wine	Wen Roe Winery	Dike Road Wineries	Tumwater Vinevard	Tuscanino (Distributor)	Twill Cellars	Willakenzie	Zenith Vinevard	Fola Hills	Domaina Carana	onamic Science	Camedral Kidge	Purple Cow Vineyards	Seven Bridges	Angel Vine	Abbey Creek Winery	Cooper Mountain Vinevard	Hawks View Winery	Champoeg Wine Cellar	Pheasant Run Winery	Ponzi Vineyards	Carabella vineyard	lady hill winery	Alloro Vineyard	villa catalana cellers	oswego hills vineyards	Terra Vina Wines	archer vinevard	four graces	domaine droubin	Company modern	ex mill, a to 2 wineworks	Sokol Biosser winery		ginter hill estate	siltstone wines	stoller family estate	hells saids name soud	Della Viuz Viileyaru		blakeslee vineyards	buddha kat	paradis vineyards	whiskey bill winery	alexeli uneverd	stangeland vinevards

\* LIWIK

Actual
Budget
<b>Walk</b>
May Wine

\$2,083.81	\$1,665.00	Total Expenses
\$240		Toilets
\$224		Security
\$375	\$375	Photographer
\$40	\$40	Posters
\$150	\$200	Marketing
\$120	\$200	SEWs
\$934.81	\$850.00	Wine glasses
		xpenses

	\$20	478	\$1,000	\$500	\$250	\$9,810
	\$20	200				\$10,000
Revenue	Ticket Price	Tickets Sold	ZCS	Guild Mortgage	Citizens Bank	Total Revenue

Net Revenue

Who Liz	Liz	Liz	Liz	Carrie	Liz	Carrie	
Task Place A-Frames	Set Up Registration Booth	Place Distileries	Registration Booth A	Regitration Booth B	Registration Booth A	Registration Booth B	Breakdown
Time 4pm	5pm	5:30pm	epm	9 md9	7pm	7pm	8pm

( )

# Wine Walk Run of Show

4pm Place A-Frames

Liberty Plaza setup

Tent Table 2 Chairs

Spirit (or cocktail?) Glasses

Registration List Pens/Highlighters? Merchandise

5:30pm Meet Distilleries at DOCA Office to send to locations

6pm Registration Starts

4 Board Members - 2 on tickets/2 on glasses

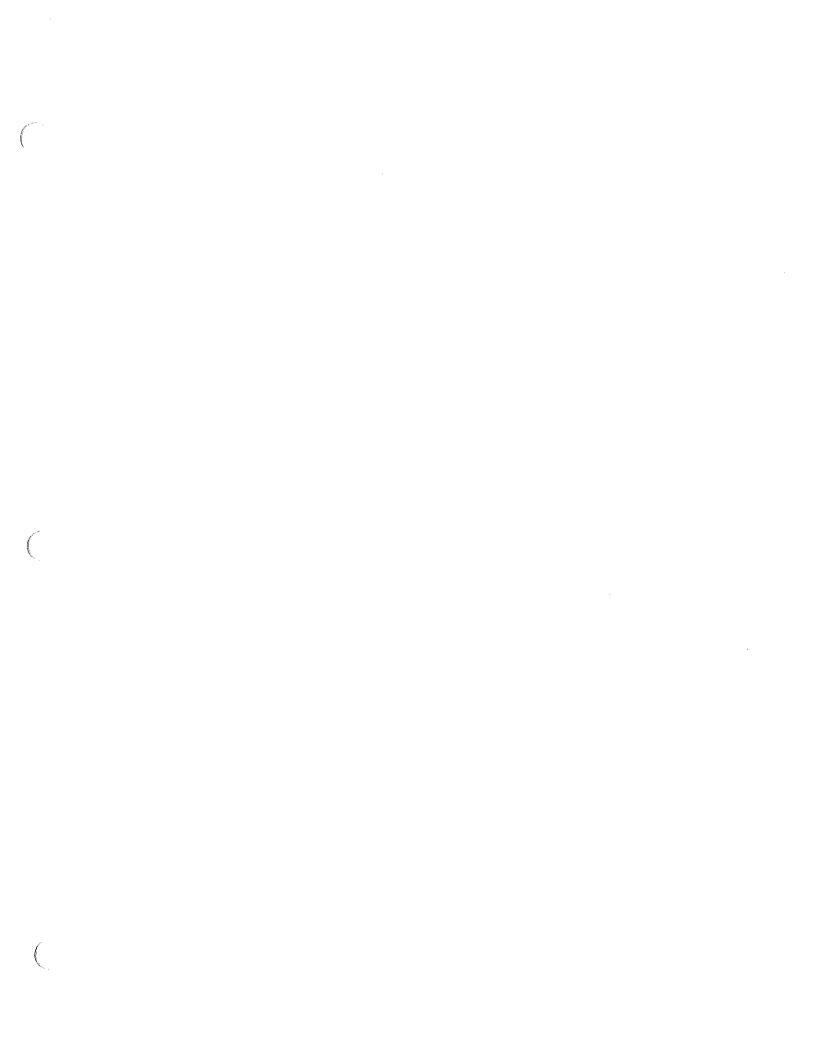
8pm Registration Closes

Pack up tent and glasses

9pm Event Ends

Help clean up each location

Locations	Winery	Volunteer	Volunteer Email	SEW?
Weinhard Grill	Eola Hills- confirmed by Amy @ Southern Wines	Jessica Srp	srp_jessica@yahoo.com	n/a
Mesa Fresca	St Josef's Winery	Matt Cisneros	matt@downtownoregoncity.org	n/a
Eclectic Appeal	Forest Edge	Bridget Ambrose	BridgetAAmbrose@gmail.com	Yes
You Can Keep Your Hat On Lady Hill Winery	Lady Hill Winery	Kim Gillman	Jameskgillman@aol.com	Yes
White Rabbit	Sokoi Blossom	Lori Douglas	Idouglas011124@gmail.com	n/a
Nebbiolo	Campbell Lane	Yvette Kirwin	yvette@nebbiolowinebar.com	n/a
NextHome	Tumwater Vineyards	Corey Stark	cstark@nwgivinghopefoundation.org	Yes
OC Records	Christopher Bridge	Carrie Crook	carrie@downtownoregoncity.org	Yes
Mary Rose	E EXEMPLE CONTROL OF THE PROPERTY OF THE PROPE	Lameka Hernandez	lamekahernandez@gmail.com	
Verdict	Carlton Wine Maker's Studio	Dave Tucker	tucker59@live.com	
Sweet Masterpiece	Owen Roe	Kaylee Redding	kayleeredding@gmail.com	Yes
Modified	Kings Raven	Gene Gligorea	gligorea@gmail.com	Yes
Salon Pretty	15 Mile Winery	Kris		Yes
Maizee Mae	Archer Vineyards	Mike Rein	maizeemae@aol.com	Yes
Homelife Furniture	Anne Amie	Cara Calzailla	caracalzadilla@gmail.com	Yes
Mad Genius	Dobbes Estates	Marissa Murray	Momurray12@icloud.com	
Registration 1		Zach Stokes	zach@downtownoregoncity.org	
Registration 1		Mike Mitchell	mike.k.mitchell@gmail.com	
Registration 1		Karen Mitchell		
Registration 1			Cal	
Registration 2		Liz Hannum		
Registration 2		Karen Corken	corkenmom3@gmail.com	
Registration 2		Tim Corken		
Registration 2			551 100	



## Craft Bev Media Contact List

angelo@brewpublic.com; thecidertimes@gmail.com; dj@brewpublic.com; johnfoyston@comcast.net; mattie.bamman@gmail.com; michele@winerabble.com; events@portlandmercury.com; calendar@portlandmercury.com; food@portlandmercury.com; info@portlandmonthlymag.com; portlandbeer.com@gmail.com; sbakall@oregonian.com; samuraiartist1@gmail.com; srportland@gmail.com; sshomler@me.com; erin@sippublishinh.com

#### FOR IMMEDIATE RELEASE:

Downtown Oregon City hosts a <u>Fall Wine and Cider Walk</u> 6-9pm Thursday, September 26th, celebrating harvest season and the fermented bounty of Pacific Northwest grapes and apples. After two consecutive sold out wine walks, Downtown Oregon City Association (DOCA) is delighted to add local craft cider offerings to a curated selection of premium regional wines.

The fall walk begins in historic Liberty Plaza at 815 Main Street, where participants receive a custom glass, map and tasting list for their self-guided sip and stroll adventure. Fifteen downtown Oregon City businesses each host a local winery or cidery with a knowledgeable representative sampling unique offerings, sharing details about their wine and cider production techniques and providing packaged bottle/can to-go sales. The walk spans five blocks of Main Street and Railroad Avenue.

The Fall Wine and Cider Walk is part of a quarterly sip and stroll series hosted in downtown Oregon City. Tickets are limited to 400 guests; \$25 cost includes all samples and a keepsake glass. Tickets are available <u>online</u>. DOCA's next sip and stroll is a Winter Spirits Walk featuring local distilleries, held Thursday, December 12th.

Downtown Oregon City Association is an award winning 501(c)3 nonprofit committed to building community and cultivating commerce revitalizing Oregon City's historic downtown Oregon City.

Oregon City was the first incorporated city west of the Rocky Mountains and the first capital of the Oregon territory. Celebrated as the end of the rugged Oregon Trail that brought pioneers westward, this year, Oregon City celebrates 175 years since incorporation. Located just southeast of Portland, on the East side of the Willamette River the City's unique topography includes three terraces, rising above the river. Historic Main Street is the 'living room' of the city and welcomes local and visitors alike.

Hosting Downtown Businesses include:

You Can Keep Your Hat On, Nebiollo Wine Bar, NextHome Realty, Oregon City Records, Mary Rose NW Boutique, Modified Screen Printing, Maizee Mae's Antiques & Treasures, Mad Genius, LiveEdge Eco Salon, Coin Corner, 818 Lounge, Haunted Oregon City, Ghoul Gallery, Sleep Dreams, Black Ink Coffee/White Rabbit Gifts

Wineries/Cideries include:

Dobbes Family Estate/Wines by Joe, Wines from Vhers Distributing, Portland Cider, Christopher Bridge Wine, Campbell Lane Winery, King's Raven Winery, 15 Mile Winery, Tumwater Winery, WildCraft Cidery, Stone Circle Cidery, 12 Bridges Cidery, Coopers Hall Winery, Happy Valley Cidery, Bull Run Cidery, Alter Ego Cider/Helioterra Wines

Jana from Downtown Oregon City Association here. I hope this message finds you well. Thank you so much for your interest being host for our Fall Wine & Cider Walk happening 6-9pm Thursday, September 26<sup>th</sup>. As you may know, our last two consecutive wine walks sold out quickly and we are excited to again celebrate harvest season, offering an expanded Wine & Cider Walk this fall.

I wanted to send a message to confirm that we would love to include your businesses in the event. I have listed details below. Please review and let me know if you have any questions/concerns. We are happy to be working with you!

#### **EVENT DETAILS**

We will be working with approximately 15 downtown businesses to curate an interactive, self-guided walking and tasting tour that engages 400 event goers in exploring Oregon's First City, while enjoying artisan wine and cider from an array local craft beverage producers. With four weeks to go, we have already sold over one third of our tickets!

Evening of the event we will set out A-frame signs around downtown helping to direct folks to participating locations. Participating businesses are encouraged to have lights/signage visible to draw folks in. Event goers will check in at registration in Liberty Plaza beginning at 6pm. From there they will have their ticket and ID checked, receive a wrist band, glass and map for the event. Tasting time runs 6-9pm. During this time an OLCC licensed winery/cidery representative will be

#### **HOST BUSINSESSES**

We are not currently charging anything for host business participation, we simply ask that hosts: 1) provide a great space for vendors to sample event goers and 2) that producers are allowed to sell packaged product direct to consumers on site during the event (we are working to help facilitate necessary OLCC permitting to make this possible).

#### **DOCA**

Downtown Oregon City Association handles registration, ticketing, promotion, checking IDs, providing glassware and volunteer support, etc. Each Wine and Cider Walk location will be assigned a craft beverage producer and added to our event map. You will need to provide some space for the winery/cider to sample and sell packaged product to go. We will provide a pitcher for water, a dump bucket for rinsing glasses and a volunteer to serve as an alcohol monitor and

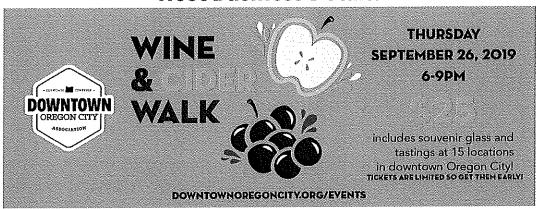
support the flow of the event for each venue. If you have a preferred producer you would like to work with please feel free to let us know!

The goal of our Wine and Cider Walk is to bring folks into downtown to engage with local businesses and historic landmarks in a fun, interactive way. Retail businesses have opportunity to open their doors 'after hours' and make contact with an evening crowd, while bars and restaurants have opportunity to add an interactive educational element for their guests. On-premise locations are actively encouraged to offer an on-site glass pour (which the host business will sell directly to event goers, rather than the winery/cidery) to encourage folks to linger and enjoy.

Thank you so much!

Cheers,

# Downtown Oregon City Fall Wine and Cider Walk Host Business Details



#### **EVENT DETAILS**

We are thrilled to be working with 18 downtown businesses and craft beverage producers to curate an interactive, self-guided walking and tasting tour that engages 400 event goers in exploring Oregon's First City, while enjoying artisan wine and cider from local craft beverage producers.

#### **HOST BUSINSESSES**

We are not currently charging for host business participation we simply ask hosts to:

- Provide a great, cleared space for winery/cidery vendors and event goers.
   Winery/cidery representatives should have space for up to a 6' table with ability to move around in front/behind. If you have a counter or table available that the winery/cidery can use, please let us know. If you need assistance determining space needs/flow, we are happy to assist!
- Support producers, allowing them to sample and providing on-premise selections
- Send us your high res logo!
- Help promote the event!

# Facebook event listing <u>here</u> - Event listing <u>here</u> - Tickets on sale <u>here</u>

#### DOCA'S ROLE

Downtown Oregon City Association coordinates event participation, registration, ticketing, licensing, promotion, checking IDs, providing glassware and day of volunteer support.

Each Wine and Cider Walk location is assigned a craft beverage producer (please see second/third page) and added to our event map. Remember, you will need to provide space for the winery/cider to sample. We can provide a pitcher for water, a 'dump bucket' for rinsing glasses and a volunteer to serve as an alcohol monitor and support the flow of the event for each venue.

Attendees will check in for registration at Liberty Plaza beginning at 6pm. We will check their ticket and ID and provide each participant a wristband, glass and event map. Evening of the event, we will set out A-frame signs around downtown helping to direct folks to participating locations. Participating businesses are encouraged to use lights/signage, etc. to create visibility and draw folks in.

The event runs 6-9pm. During this time, an OLCC licensed winery/cidery representative will be serving samples, sharing information. Sample sizes are 1oz per wine and 2oz per cider—remember this event has 18 stops!

The goal of our Wine and Cider Walk is to bring folks into downtown to engage with local businesses and historic landmarks in a fun, interactive way. Retail businesses have opportunity to open their doors 'after hours' and connect with an evening crowd, while bars and restaurants have opportunity to add an interactive educational element for their guests. On-premise locations are actively encouraged to offer an on-site glass pour (which the host business will sell directly to event goers, rather than the winery/cidery) from our featured producer to encourage folks to linger and enjoy.

Downtown Oregon City Association is an award winning 501(c)3 charitable non-profit organization focused on the revitalization of Oregon's City's 175-year-old downtown.

If you have any additional questions, please don't hesitate to reach out jana@downtownoregoncity.org (503) 802-1640, ext 103. Thank you so much! Cheers, Jana

Events and Placemaking Manager Downtown Oregon City Association

Hosting Downtown Business	Winery/Cidery								
You Can Keep Your Hat On	Dobbes Family Estate/Wines by Joe								
Nebbiolo Wine Bar	TBA Wine from Vhers								
NextHome Realty	Portland Cider								
Oregon City Records	Christopher Bridge Wine								
Mary Rose NW Boutique	Campbell Lane Winery								
Modified Screen Printing	King's Raven Winery								
Maizee Mae's Antiques & Treasures	15 Mile Winery								
Mad Genius	Tumwater Winery								
LiveEdge Eco Salon	WildCraft Cidery								
Coin Corner	Stone Circle Cidery								

818 Lounge	12 Bridges Cidery
Haunted Oregon City	Coopers Hall Winey
Ghoul Gallery	Happy Valley Cidery
Sleep Dreams	Bull Run Cidery
Black Ink Coffee/White Rabbit Gifts	Alter Ego Cider/Helioterra Wines
Sweet Masterpiece	Sandnas Cellars
Upscale/Verdict	Chateau Ste Michelle & Erath Winery
Mesa Fresca	Brown Heritage / Primarius Rose

## Downtown Oregon City Spring Wine Walk Survey May 1, 2019



Business Nam	e								
How would you rank your experience leading up to and during the event with the staff of the Downtown Oregon City Association?									
Needs imp	1 provement	2	3	4	5 Great to work with				
Do you have any specific reasons for the ranking above?									
•	u rank your e	xperience lea	nding up to a	and durin	g the event with the				
winery?									
Needs imp	1 provement	2	3	4	5 Great to work with				
Do you have a	ny specific re	asons for the	ranking abo	ove?					
How were you	r sales during	g the event?							
Would you pa	rticipate agai	n?							
What would yo	ou recommen	d to improve	this event?						

Please return this form to the Downtown Oregon City Association office at 814

Main Street. Thanks!

## Downtown Oregon City Spring Wine Walk Survey May 1, 2019

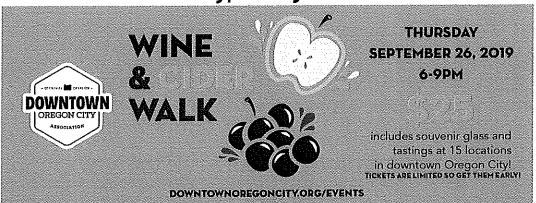


Business Name				MAIN STREET					
How would you rank your experience leading up to and during the event with the staff of the Downtown Oregon City Association?									
1 Needs improvement	2	3	4	5 Great to work with					
Do you have any specific reasons for the ranking above?									
How were your sales durin	g the event?								
Would you participate as a	nonhost bus	iness again?							
What would you recomme	nd to improve	this event?							

Please return this form to the Downtown Oregon City Association office at 814

Main Street. Thanks!

## Downtown Oregon City Fall Wine and Cider Walk Winery/Cidery Details



We are thrilled to be working with you and 18 downtown Oregon City businesses to curate a fun, interactive, self-guided walking and tasting tour that engages 400 event goers in exploring Oregon's First City, while enjoying artisan wine and cider from local craft beverage producers. Thank you for being part of the event—we could not make this happen without you and we want you to have a great time!

#### WINERIES/CIDERIES

As a participating producer you have opportunity to meet with and sample attendees, providing them with information about your products, production techniques, venue location, etc. You can feature up to (3) varieties of wines or ciders for sampling. Thank you for already letting me know what you will be serving in the google form! We will include this information in the program guide, and I will circulate a proof prior to the event for your review. If you need a reminder of what you signed up for or need to make a change, just let me know. You will also be able to sell sealed 'to go' package offerings direct to customers.

Please be on site at Liberty Plaza (815 Main Street Oregon City, OR 97045) to check in at 5pm. We will direct you to your host business, give you any final details and provide you with ice. Host business assignments are also noted at the end of this message.

Evening of the event you will be asked to provide:

- <u>Sample product</u> Sample size: 1oz per wine, 2oz per cider for up to 400 people. Event goers have 18 stops with 3 varieties each, so <u>samples only</u> please... no partial or full glass pours! Reminder: DOCA is a 501(c)3 nonprofit organization, so your product donation is tax deductible. I am happy to provide you a donation letter for the value of your samples after the event, if you would like.
- Any display materials i.e. rack cards, business cards, maps, invitations to the winery/cidery, newsletter sign-up sheets, future event promotions, anything that you would like to bring to beautify your space and promote your

- business (that will fit on a 6' table space). Note: we will provide a water pitcher and dump bucket for each station and a bag of ice. Please bring your own ice bin or cooler for keeping bottles/cans chilled.
- Event staffing You will need to provide staffing for the duration of the
  event (6-9pm) with a knowledgeable OLCC certified representative or
  maker. Each producer is expected to pour their own product unless otherwise
  arranged. Note: we will provide a volunteer for each vendor, in addition to the
  on-site business owner/manager who can assist/support you.
- Extra product and cash/credit processing options to sell direct If you choose to sell direct on-site you will need to bring any additional product you wish to sell (we advise this be the same product you are sampling!) and a cash box/credit card processing to handle your own transactions as well as to-go bags if needed/available (we will work to provide these for future events!). Note: the hosting businesses will not be selling to go product for you. Take this opportunity to make the full retail margin and sell direct or feel free to take orders that you will fulfill.

Help promote the event: Facebook event listing <u>here</u> - Event listing <u>here</u> - Tickets on sale - here

#### **EVENT LOGISTICS**

Downtown Oregon City Association coordinates event participation, registration, ticketing, licensing, promotion, checking IDs, providing glassware and day of volunteer support.

Each Wine and Cider Walk location is assigned a craft beverage producer (please see third page) and added to our event map/program guide. We will provide a pitcher for water, a 'dump bucket' for rinsing glasses and a volunteer to serve as an alcohol monitor and support the flow of the event for each venue.

Attendees will check in for registration at Liberty Plaza beginning at 6pm. We will check their ticket and ID and provide each participant a wristband, glass and event map. Evening of the event, we will set out A-frame signs around downtown helping to direct folks to participating locations. Participating businesses are encouraged to use lights/signage, etc. to create visibility and draw folks in.

Downtown Oregon City Association is an award winning 501(c)3 charitable non-profit organization focused on the revitalization of Oregon's City's 175-year-old downtown.

If you have any additional questions, please don't hesitate to reach out jana@downtownoregoncity.org (503) 802-1640, ext 103. Thank you so much! Looking forward to a great event.

Cheers,

Jana

Events and Placemaking Manager Downtown Oregon City Association

Hosting Downtown Business	Winery/Cidery
You Can Keep Your Hat On	Dobbes Family Estate/Wines by Joe
Nebbiolo Wine Bar	Jones of Washington
NextHome Realty	Portland Cider
Oregon City Records	Christopher Bridge Wine
Mary Rose NW Boutique	Campbell Lane Winery
Modified Screen Printing	King's Raven Winery
Maizee Mae's Antiques	15 Mile Winery
Mad Genius	Tumwater Winery
LiveEdge Eco Salon	WildCraft Cidery
Coin Corner	Stone Circle Cidery
818 Lounge	12 Bridges Cidery
Haunted Oregon City	Coopers Hall Winey
Gouhl Gallery	Happy Valley Cidery
Sleep Dreams	Bull Run Cidery
Black Ink Coffee/White Rabbit	Alter Ego Cider/Helioterra Wines
Sweet Masterpiece	Sandnas Cellars
Upscale	Chateau Ste Michelle & Erath Winery
Mesa Fresca	Brown Heritage / Primarius Rose

» (

Dear Wineries and Cideries,

Jana from Downtown Oregon City Association here. Hope this message finds you well. I am reaching out to inquire if you may be interested in participating in our premier Fall Wine & Cider Walk happening 6-9pm Thursday, September 26<sup>th</sup> in historic downtown Oregon City. If you have participated with us in the past thank you, we would love to work with you again! If you are new to the event, we welcome you!

Our last two wine walks have been sold out events and we are excited to offer a Wine & Cider Walk this fall. We will be working with 15 downtown businesses to curate an interactive, self-guided walking and tasting tour that engages 400 event goers in exploring Oregon's First City, while enjoying artisan wine and cider from amazing local producers. A variety of downtown businesses ranging from Hat Shop to Wine Bar to Record Store will participate, opening their doors for this fun fall evening, each showcasing a featured winery or cidery.

As a participating producer you will have opportunity to meet with and sample attendees. You can feature up to (3) varieties of wines or ciders for sampling. You can also sell by the glass and sell sealed 'to go' package offerings direct to customers with appropriate licensing. You will be asked to provide: sample product (sample size: 1oz per wine, 2oz per cider for up to 400 people), your own table (as needed), display materials and event staffing for your station with a knowledgeable OLCC certified representative or maker. If you choose to sell direct on-site you will need to have a completed and approved SEW application (we can send to you to complete!) and hand your own cash/credit transactions. DOCA is a 501(c)3 nonprofit organization, so your product donation is tax deductible.

Promotion, ticketing, event glassware and volunteer support will be provided.

Attendees will register in Liberty Plaza (800 Block next to the Courthouse in downtown Oregon City) where their ID will be checked. They will receive an event glass, wristband, custom event map and will be encouraged to explore downtown.

We have limited slots available so please complete the <u>linked application form</u> here as soon as possible if you are interested in participating. If you have any questions, please don't hesitate to reach out.

Thanks & Cheers,

Jana Daisy-Ensign
Events and Placemaking Manager
Downtown Oregon City Association
c: 503-753-4054

o: 503-802-1640 x 103

#### email group 8/7:

rudolph@anneamie.com; Catherine@clwinery.com; info@christopherbridgewines.com; amy.warren@sgws.com; wendy.berkey@erath.com; thaneh@hawkinscellars.com; stacy@owenroe.com; info@pikeroadwines.com; pascale@tumwatervineyards.com; wineinfo@tuscaninowine.com; info@twillcellars.com; anna@domaineserene.com; ashley@ladyhill.com; villacatalana@gmail.com; TVW@TerraVinaWines.com; wine@archervineyard.com; paul@thefourgraces.com; ashley@domainedrouhin.com; david@domainedrouhin.com; info@sokolblosser.com; margo@whiteroseestate.com; heather@siltstonewines.com; quinn@bellavida.com; info@blakesleevineyard.com

ř
,
V
•
•
•
•
•



Wednesday - May 1st- 6-9pm

Enjoy wine tastings at over 10 locations Sip while you shop Downtown

### Presented by



Tickets for sale online now \$20 Wine Tasting and Souvenir Glass \$25 at the door downtowntonoregoncity.org/events limited tickets available



**Bull Run Cider** 

Powerhouse Dry Cider Pear Wine



Portland Cider Company **NEXTHOME REALTY** 

Pineapple Rosé Concord Grape Peach Berry



YOU CAN LEAVE YOUR HAT ON

Dobbes Family Estate & Wines By Joe

Grand Assemblage Pinot Noir Grenache Blanc



Chateau Ste Michelle & UPSCALE CAFE

**Erath Winery** 

**Erath Pinot Noir Tenet Syrah** Erath Rosé

**NEBBIOLO WINE BAR** 

Jones of Washington

Cabernet Franc

Rosé of Syrah

Reisling

Farmhouse Sour Cherry

Farmhouse Semi-Dry Farmhouse Raspberry

Stone Circle Cider

COIN CORNER







HAUNTED OREGON CITY

Rosé of Pinot Noir

Pinot Noir

Cascadia White

High Tension Red Meristem

MAIZEE MAE'S ANTIQUES

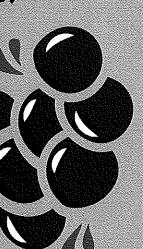
15 Mile Winery

Locomotive White Blend

Coopers Hall

SEPTEMBER 26 THURSDAY

**MA6-9** 





818 LOUNGE

Tilikum Tropic Thunder Autumn Peach Smash Ross Island Sangria 12 Bridge Ciderworks



**Tumwater Vineyard** 

MAD GENIUS

Rosé Pinot Noir

Chardonnay

Pinot Noir

MODIFIED SCREEN PRINTIN



Browne Heritage Chardonnay Browne Heritage Pinot Noir Browne Heritage & Primarius

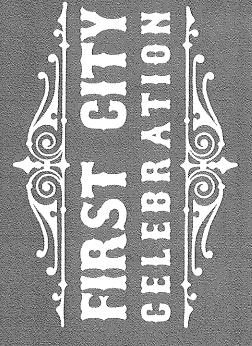
Primarius Rosé

King's Raven Winery Mare'Chal Foch **Pinot Noir** Phoenix

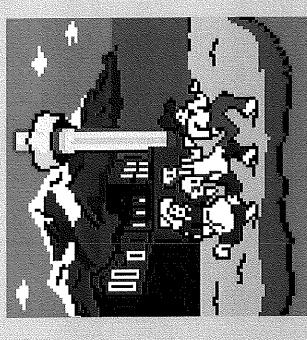


**MESA FRESCA** 

OIN US FOR THE 10TH ANNUAL



SATURDAY, JULY 13TH



THE OREGON TRAIL GAME 5k and kids Pace 2019

Sign Up at oregontrailgame5k.com

Shop Downtown

Shop Downtown

DOWNTOWN

OREGON CITY

WINEWALLE

Guild mortgage

Presented by

# Wine Tasting Here



